



Liquid Waste Program

# On-site Sewage System Permitting Process

On-site sewage permit applicants can review the workflow below and associated tips to ensure a more seamless permitting process. Spokane Regional Health District (SRHD) Liquid Waste professionals make every effort to review proposals in a timely manner. Due to fluctuating workloads throughout the year, processing times can vary.

## Typical On-Site Sewage Application and Permitting Workflow

1. Property owner hires a licensed design professional to prepare a preliminary design of the project. **All Spokane County on-site sewage system projects that require a permit under [WAC 246-272A](#) must be designed by a licensed design professional, including building sewers, limited facilities, repairs, expansions, modifications, and complete systems.**
2. Design professional conducts a site evaluation, including inspection of test holes if a soil evaluation is required.
3. Applicant or design professional submits:
  - SRHD [On-site Sewage System Application](#)
  - Preliminary design with soil report (if applicable)
  - Application fee
4. SRHD reviews the preliminary design and conducts a site visit to verify the findings of the design professional.
5. SRHD mails a preliminary review letter to the applicant listing any requirements that must be met and items that must be submitted before the installation permit can be issued.
  - A building permit application or on-site informational review form may be required from the jurisdictional building and planning authority (**SRHD is a separate agency**). **It is the responsibility of the applicant to obtain any required permits/approval for project from the jurisdictional building and planning authority and provide applicable documentation to SRHD.**
6. Design professional submits final plans to SRHD for review.
7. Once the final plans are approved and all required items and fees are received, the installation permit is issued.
8. System is installed by an [SRHD-approved installer](#).
9. Design professional conducts an inspection and notifies installer of any required corrections. Once approved, design professional prepares a record drawing of the installed system and submits the drawing to SRHD.
10. SRHD conducts an inspection of the installed system prior to cover. **All projects must remain uncovered until final approval to cover has been issued by both SRHD and the design professional.**
11. Once the system has been approved by SRHD, the operational permit is issued to the owner.

## Tips for Applicants and Design Professionals to Avoid Delays

- Complete all sections of the SRHD On-site Sewage System Application.
  - Provide accurate directions to the project location, including any necessary access information (gate code, signage, etc.). If the site cannot be accessed with a two-wheel drive vehicle, contact SRHD Liquid Waste program to make other arrangements.
  - Make sure that test holes have been properly excavated within the previous 30 days and field-marked/numbered. SRHD staff are prohibited from entering unsafe excavations.
- (Continued on next page)*

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- Verify that the on-site sewage system installer is SRHD-approved.
- Include all required design information and record drawings in accordance with WAC 246-272A. Any design revisions require resubmittal of the full design.
- Ensure that the system was installed according to the approved design before preparing the record drawing and submitting to SRHD.
- Send all correspondence, designs and associated documents to [liquidwaste@srhd.org](mailto:liquidwaste@srhd.org).

## Project Types

**Complete Residential System** – New on-site sewage system, including replacement of an old or failing system.

**Commercial System** – On-site sewage system serving a business or other non-residential building.

**Building Sewer** – Sewer line installation only, such as for shop connection, moving a home from original footprint, etc.

**Limited Permit** – Drain field expansion or partial relocation, tank replacement or relocation, etc.

## 2019 Fees

Project Type	Application Fee	Permit Fee	Water Adequacy Review Fee – if required by Building and Planning Department
Complete Residential System	\$740.00	\$840.00	\$130.00
Commercial System	\$980.00	\$840.00	\$130.00
Building Sewer	\$150.00	\$300.00	\$130.00
Limited Facilities	\$150.00	\$300.00	\$130.00

### Application fees

The application fee covers the cost of a site evaluation and preliminary design review. This fee must be paid at the time of application. There may be an additional charge if more than one site visit or design review is required.

### Permit fees

The permit fee covers the cost of plan review, inspection of the installed system, and issuance of the operational permit. This fee must be paid prior to issuance of the installation permit. There may be an additional charge if more than one plan review or inspection of the installed system is required.

### Water Adequacy Review Fee

Chapter 19.27 RCW (State Building Code) requires that each building permit applicant of a building that necessitates potable water provide evidence of an adequate water supply for the intended use of the building. To assist the building department, for those projects proposing the use of a private water supply, SRHD conducts water adequacy reviews, prior to the issuance of a building permit. The water adequacy review fee covers the cost of review. For additional information, see the SRHD Water Adequacy Informational Guide.

These are the most commonly incurred fees. Depending on project, additional fees may be required. If so, applicant will be informed after application is initiated. Spokane Regional Health District's Environmental Public Health division accepts MasterCard, Visa, Discover, checks, or cash. Credit or debit card payments may be made over the phone by calling 509-324-1601. Please make checks payable to "SRHD-EPH".

**Check with applicable building and planning departments to determine if project is affected by other rules, such as the Spokane County Critical Areas ordinance, Shoreline Master Program, etc., which may impact property development, including the on-site sewage system.**