

HOW TO APPLY FOR A BUILDING PERMIT ON LOTS SERVED BY SEPTIC SYSTEMS

In order to properly evaluate building addition proposals, Contra Costa Environmental Health requires comprehensive and detailed plans. The evaluation is necessary in order to ensure that such proposals will comply with all applicable laws and regulations. The following is a chronological summary of the application procedure:

Building Addition Category

Determine the building addition category and associated requirements applicable to your project (e.g. bedroom addition, non-bedroom addition). Consult your district Environmental Health Specialist to aid you in this part of the process.

Plan Submittal

Submit a plot plan and floor plan both drawn to scale (1" = 20', 1" = 30' for the plot plan) on 8 1/2" x 11", 8 1/2" x 14", or 11" x 17" paper, along with a completed *Septic System Permit Application*, check the box for Plan Check. For large parcels, an inset of the specific sewage disposal area may be required also. Plot plans must clearly show the **exact** locations of the following whether existing or proposed:

- a) Scale used
- b) Name, address and phone number of the property owner, contact person, and person preparing the plans.
- c) Property lines
- d) Paved areas and unpaved areas subject to vehicular traffic.
- e) Wells, abandoned wells, springs
- f) Structures, dwellings (including pools and auxiliary buildings).
- g) Septic systems (including replacement areas), abandoned septic tanks, works treating or storing wastewater, sewer lines, storm sewers.
- h) Soil profile test holes, percolation test holes
- i) Groundwater, observation wells
- j) Water lines (public and private)
- k) Trees within 10 feet of sewage disposal areas (including replacement areas).
- l) Streams, ditches, canals, culverts, ponds, lakes, 10-year flood plains, any body of water (intermittent or perennial).
- m) Areas subject to flooding, inundation stormwater overflow.
- n) Fuel tanks, hazardous material storage.
- o) Man-made cuts, cutbanks, unstable landforms.
- p) Easements (public or private)
- q) Neighboring wells, abandoned wells, springs, septic systems (including expansion areas), streams, ditches, canals, culverts, ponds, lakes, swales, 10-year flood plains, or any body of water (intermittent or perennial) located within 100 feet of the property lines.
- r) Topography of sewage disposal areas and within 50 feet of these areas (on slopes show contour lines). Indicate any proposed grading of sewage disposal areas.
- s) Underground utilities within 10 feet of septic system (including replacement area).

Soil Evaluation and/or Site Review

Based on the type of addition, soil evaluation and/or site review may be required. This may include any or all of the following:

- Evaluation of soil to determine septic system and/or replacement area requirements. See the handout *Soil Evaluation for On-Site Wastewater Disposal* for additional details.
- Inspection of surrounding properties to determine the impact your project will have on your and surrounding properties, current and long-term wastewater disposal and water supply needs.
- Verification of your septic system location. Occasionally, Environmental Health will require staking out the location of existing and/or proposed septic systems as part of the review process.

Plan Review Time Periods and Fees

Environmental Health will review plans for compliance with applicable laws and regulations. If changes, additional information or further site review are required, you will be notified.

Plan review approval will not be given over the counter. At the time of plan submittal, an initial charge of two hours of plan review time will be required as well as an application fee. Any additional hourly fees will be payable upon completion of the review process. See the [Land Use Fee Schedule](#) for applicable fees.

Approval or Denial

Based on findings and plan review, Environmental Health will either approve or deny your proposal. Such approval or denial will be in writing.