

Sewer Verification

Before we accept your application, we must verify you have a sewer connection or your septic system is approved for use. Please complete the information below and submit with your plan review packet.

Facility name _____ Applicant name _____

Facility address _____ Email _____

Parcel number _____ Phone _____

☐ New facility. ☐ Changes to existing approved facility.

Proposal description _____

If your facility will connect to a public sewer:

Please provide one of the following:

☐ A copy of a sewer bill showing the site address. ☐ A copy of a paid application to connect to public sewer.

If your facility will connect to an on-site septic system:

Proposing a new structure or changing the current use of the existing septic system?

You need to submit a New Septic Design or a Commercial Remodel application. See the guidelines and information on the back of the On-site Septic System Verification (OSSV) form.

No new structures or changes to the current septic system?

Complete an OSSV form and email it to our On-site Sewage Program at ehsepticssystems@tpchd.org for initial review. Incomplete applications will be put on hold until we receive all information below, which will delay the process of your plan review application.

On-site Septic System Verification



Before your plan review application can be accepted, we must verify your septic system is approved for use. Please complete the information below and email to ehsepticssystems@tpchd.org for initial review. Incomplete applications will be put on hold until we receive all information below.

Proposed use:

- ☐ New facility (New Plan Review)
☐ Changes to existing approved facility (Change of menu/Equipment/Remodel)

Facility type (check all that apply):

- ☐ Food Establishment ☐ Pool ☐ School ☐ Camp

Facility name _____ Parcel number _____

Facility/sale site address _____ Applicant name _____

Email _____ Phone _____

Commissary address (If applicable) _____

Proposal description (Specify what menu and equipment items you plan to change): _____

Identify which items apply:

If you are an existing approved facility, include previous approved items along with proposed changes.

Are public restrooms available? ☐ Yes ☐ No ☐ N/A Will there be drinking fountains? ☐ Yes ☐ No

Is seating available to the customer? ☐ Yes ☐ No ☐ N/A If yes, proposed max. number of seats _____

Previous number of seats approved _____ Will you use water for beverages or food preparation? ☐ Yes ☐ No ☐ N/A

How many employees will you have? _____ Previous number of employees approved _____

Provide a copy of:

- ☐ Menu ☐ Floor Plan ☐ Equipment used ☐ Hours of Operation

Our goal is to complete initial review within 10 business days of receiving a complete application. After your initial review, you may be approved or required to submit an On-Site Sewage Remodel application.

HEALTH DEPARTMENT USE ONLY

ON Number: _____

☐ Approved: Existing septic system is adequate for proposal.

☐ Approved with Remodel application review.

Comment _____

Signature _____

Date _____

Phone _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

Proposing a new structure?

- Contact a licensed septic system designer or engineer to design a septic system that meets the needs of your proposal facility and our current regulatory requirements.
- For a list of designers and engineers visit tpchd.org/designers.
- For more information about on-site septic system applications and guidelines visit tpchd.org/healthy-homes/septic-systems/applications-and-forms.

Changing the use of the existing septic system?

This applies if your facility is one of the following:

- Part of a site used as a residential structure (home, apartments, multiplex, etc.) that is now being proposed as a commercial business (any type of business).
- A camp, school, or other public center (church, community center, etc.) proposing a new food service or an increase in population/the number of people using the services (campers, students, parishioners, employees, etc.).
- A retail sales/office space (insurance company, banks, clothing store, real estate agency, etc.) proposing a food service (coffee stand/shop, grocery store with food prep or deli counter, restaurant/fast food etc.).

You should:

- Hire a licensed septic system designer or engineer to complete a Commercial On-Site Sewage Remodel Application with a justification for waste strength and flow. For a list of designers and engineers visit tpchd.org/designers.
- Complete a satisfactory Operation and Maintenance (O&M) septic inspection within the last year. For a list of septic service companies, visit tpchd.org/septic-service-companies.
- Your septic designer will submit the application and analysis. You can check the status of your application at eco.tpchd.org/#/pa2/search.