



HEALTH SERVICES DEPARTMENT ENVIRONMENTAL HEALTH DIVISION

Our mission is to promote and protect the health of the people of Lake County through education and the enforcement of public health laws

Authorization Notice Guide for Septic Systems

An Authorization Notice is generally required for any of the following:

1. When connecting or re-connecting to any existing septic system that received a certificate of satisfactory completion and has not been placed into use for a period greater than one-year.
2. When replacing or rebuilding a residence (mobile, manufactured or modular home, recreational vehicle or conventional stick built home) with another residence.

Note: When a mobile home or RV is to be replaced with a similar mobile home or RV located within a lawful Mobile Home or RV park, an Authorization Notice is not necessary.

3. When adding bedrooms or additional apartment facilities to an existing dwelling or any proposed change which results in an increase to sewage flow.

Steps required to process your application:

1. Complete application form and fee:

Please make sure your application is complete. Incomplete applications will be returned.
(See Fee Schedule)

2. Provide a detailed site plan:

Please prepare a to-scale plan from actual measurements of the existing development and any proposed changes that show the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features such as escarpments, cuts or cliffs.

Please show detailed views to scale of the location of the existing and/or proposed septic tank, distribution box or drop boxes, and leachfields/absorption fields (initial and replacement). All drawings must include your name, address and assessors parcel number on all pages submitted.

3. Site preparation:

Site preparation includes demonstrating the location of your septic tank(s). You may also be required to demonstrate the location of your existing leachfield by locating and exposing the distribution box, and/or ends of the disposal leachfield trenches.