



## 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*

# Procedures for Installing a Septic System

### Why is a Septic System needed?

An On-site Wastewater Treatment/Disposal System, also known as a septic system, is needed to properly treat and dispose of sewage in areas where public sewer is not available.

### Why are permits required?

The permitting process ensures that septic systems are sited and constructed so that human health and the environment are protected. A permit application does not mean a permit issuance.

### Steps required to install a septic system:

#### Step 1: Site Evaluation

##### A. Site Evaluation Criteria

The suitability of a proposed site for a septic system is largely determined by the effective soil depth, the size of the proposed lot, and the depth, if any, to a groundwater table. Other factors include slope, setbacks of the proposed initial and replacement leachfields relative to streams, wells, cuts into soil, rock percentage, and easements. Additional information can be found in the Lake County Rules and Regulations.

##### B. Site Evaluation Process

1. The Site Evaluation application form must be completely filled out, signed by the owner or authorized representative, and submitted along with the required fee. You must provide at least two test pits spaced approximately 75 feet apart and located in the proposed leachfield areas. See “**Parcel and Test Pit Preparation for Site Evaluations**” handout for details.
2. After administrative staff processes the application, an inspector will visit your property to perform the Site Evaluation, (**test pits MUST be backfilled immediately after the inspector has performed the site evaluation**). Our goal is to perform Site Evaluations within three (3) weeks of receiving them. However, during the summer months it may take up to 5 weeks or more.
3. You will receive a Site Evaluation Report that specifies the approved leachfield area, the type and size of the septic system required and any special requirements.

## HEALTH SERVICES DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION:

LAKEPORT OFFICE - 922 BEVINS CT. LAKEPORT, CA 95453  
(707) 263-1164/FAX (707) 263-1681



**Step 2: Septic Permit**

**A. Permit Criteria**

Refer to your Site Evaluation Report for details of the approved drainfield location, and other construction details. Contact the Environmental Health Division to obtain a permit application.

**B. Permit Process**

1. To prevent a delay, complete the application, including the owner's or legally authorized representative's signature, and submit it along with the required fees. A permit application does not mean a permit issuance. At a minimum, the following documents must be attached.
  - a) A vicinity/locator map.
  - b) Three (3) copies of scaled plot plans and specifications for the installation of the system. Please prepare a scaled site 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.
  - c) A cross-sectional view must also be provided.
  - d) If your system requires a pump, please submit pump calculations and a pump selection curve. You will also need to obtain an electrical permit from the local building department.
2. Our goal is to issue a septic permit within 20 business days. Once issued, you may proceed with the installation of the septic system prescribed in the permit. Any changes to the design of the system must be approved by the Environmental Health office.

*Note: A septic system must be installed and constructed by the owner or a contractor/installer using approved materials and equipment that meet minimum standards. All equipment must be installed and operated according to the manufacturer's specifications. If you have questions about installers or approved materials and equipment contact Environmental Health Division at 707-263-1164.*

3. Final Inspection of installed septic system.
  - a) When the system is completely installed, it must be inspected prior to being covered with native soil.
  - b) The Environmental Health office will need to be contacted to schedule a final inspection.
  - c) An accurate scaled, "as built" drawing will need to be submitted to an Environmental Health Inspector at the time of final inspection.
  - d) After the final inspection has been completed, a copy of the Certificate of Satisfactory Completion and the yellow copy of the septic permit will be mailed to the owner.

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