



ADPH Onsite Repair Procedures

Property Owner/Installer Information

This document is intended to help a property owner through the onsite sewage treatment and disposal (OSS) repair process. A repair is defined as a corrective action taken to repair, improve or reestablish a component of an OSS where the design parameters (BOD, flow, etc.) have not changed.

However, if all the components of your OSS need to be replaced, this would be considered and replacement and not a repair; which is subject to the permitting requirements of a new OSS.

Maintenance actions such as pumping/cleaning your septic tank, replacing a filter or pump, improving the structural integrity of your tank (new lid, baffle, inlet, or outlet fixture) do not require a Permit to Repair from your local health department (LHD).

Here are the options for repairing an OSS:

Option #1

If the LHD can find the Approval for Use (the authorization to use an OSS) for the existing OSS, the property owner may do the following:

A septic tank or a non-perforated component (solid supply lines, solid headers, crossovers) may be repaired/replaced with a verbal permit from the LHD to an installer. The installer shall contact the LHD on the date of installation and, if applicable, provide the tank number, along with other pertinent information of the repair. If time allows, the LHD may inspect the installation of the tank or non-perforated component. The repair will be documented in the database at the LHD.

If the existing field lines (EDF) are to be repaired, the property owner must contact a soil professional to design or size a repair. The soil professional may perform his/her own tests or use soil data from the original permit if site conditions have not changed. This will require a CEP- 2 application and applicable fee before a Permit to Repair is issued. If new soil data is reported, a CEP-2/3 form must also be submitted.

Option #2

If the Approval for Use is not available, the property owner may do the following:

A septic tank or a non-perforated component (solid supply lines, solid headers, crossovers) may be repaired/replaced after the submission of a signed CEP-2 (first page) with fee, if applicable, to the LHD and a Permit to Repair is issued.

If the existing EDF is to be repaired, the property owner must contact an ADPH Soil Classifier (if available) or a soil professional (professional engineer, professional land surveyor, professional soil classifier, or geologist) for a site evaluation and follow the requirements for a new OSS. A site professional may certify and incorporate certain components of the unapproved system as long as they meet Onsite Sewage Treatment and Disposal Rules.

Option #3

The property owner, in coordination with an installer, may submit a waiver of a Permit to Repair. The waiver shall be signed and notarized by the property owner and signed by the installer who will perform the repair. When submitting the waiver, the property owner and installer are acknowledging that the LHD is not responsible nor incurs any liability for the repair, the repair work will not be inspected, and an Approval for Use will not be issued. The repair shall still meet the requirements of Chapter 420-3-1 and the installer performing the work shall submit a CEP-5 certifying their work. A copy of the waiver and any accompanying documents shall be kept on file at the LHD.

For more information, please visit our web page at www.adph.org/environmental or contact your local county health department.