

**CAYUGA COUNTY HEALTH DEPARTMENT
INSTRUCTIONS TO OBTAIN SEPTIC SYSTEM PLAN APPROVAL
FOR A PARCEL THAT IS PART OF A HEALTH DEPARTMENT APPROVED
SUBDIVISION**

1. Anyone who wishes to install a new septic system to serve a new homesite in Cayuga County must obtain Health Department approval of the proposed sewage disposal system prior to it being installed.
2. If the parcel is part of a Health Department approved subdivision, the design of the septic system has already been approved. The buyer of the parcel should have received a copy of the approved plan from the seller of the lot.
3. The buyer of the parcel must submit to the Health Department an application requesting acceptance of the sewage disposal system. There is no fee associated with this application.
4. If the parcel is part of a Health Department approved subdivision, a letter is sent to the Town Code Enforcement Officer (CEO) stating that the plan has been accepted so the town may then consider issuing a building permit. It is also noted that the approval is for the location of the septic system shown in the plan. If the property owner wishes to deviate from this plan, he/she needs to call the Health Department.
5. Only contractors who are registered with the Cayuga County Health Department may be hired to install septic systems. A list may be obtained from the Health Department. (Homeowners may install their own system.)
6. Once the septic system is installed, a design professional must verify construction **before the system is backfilled** and submit a certificate of construction letter to the Cayuga County Health Department. **Please note:** The Cayuga County Health Department does **not** inspect the system before backfilling. In addition, homeowners in the Skaneateles Watershed must **in addition** contact the City of Syracuse Watershed Inspector at 685-6486 for their inspection of the work prior to it being backfilled.
7. The registered contractor must also fill out a certificate of construction compliance form and submit the form to the Cayuga County Health Department.
8. Once the Cayuga County Health Department receives these certification letters, the CEO is notified by the Cayuga County Health Department so that a certificate of occupancy can be issued. In addition, a copy of the letter verifying the sewage disposal system has been installed as designed is sent to the homeowner.