

# **CAYUGA COUNTY HEALTH DEPARTMENT INSTRUCTIONS TO OBTAIN SEPTIC SYSTEM PLAN APPROVAL FOR NEW CONSTRUCTION**

1. Anyone who wishes to install a new septic system to serve a new homesite or business in Cayuga County must obtain Health Department approval of the proposed septic system prior to it being installed.
2. All proposed plans for a new septic system submitted to the Environmental Health Department for review must be prepared and signed by a design professional (Licensed Professional Engineer or Registered Architect). The design professional must perform a perc test and deep test hole evaluation prior to preparing the plans. A plan preparation and review checklist is available from this office for use in plan preparation.
3. Three copies of the plan must be submitted by the design professional with a completed application, \$150.00 review fee and the checklist for Health Department review.
4. A Health Department inspector will visit the site to confirm existence of wetlands, watercourses, wells, perc holes, etc. as part of the Health Department review process.
5. The design professional's proposed plan is reviewed by Health Department staff for compliance with New York State Sanitary Code Appendix 75A requirements. If the plan complies with Appendix 75A, two copies of the accepted plan are returned to the engineer with the certificate of acceptance. A memo 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.
6. Only contractors who are registered with the Cayuga County Health Department may be hired to install septic systems. (System owners may install their own system.)
7. Once the septic system is installed, the Condition of Plan Acceptance requires that the design professional 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, system owners in the Skaneateles Watershed need also to contact the City of Syracuse Watershed Inspector at 685-6486 for their inspection of the work prior to it being backfilled.
8. The registered contractor must also fill out a certificate of construction and submit the form to the Cayuga County Health Department.
9. 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 septic system has been installed as designed is sent to the system owner.