

 <p><b>Public Health</b> Prevent. Promote. Protect.</p> <hr/> <p><b>Cole County</b> Health Department</p>	<p align="center"><b>Cole County Health Department</b>  <b>Environmental Health</b>  <b>3400 W. Truman Blvd</b>  <b>Jefferson City, Missouri 65109</b>  <b>573-636-2181</b>  <b>Fax 573-636-3851</b></p>
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**ON-SITE SEWAGE DISPOSAL SYSTEM**  
**CONSTRUCTION PERMIT APPLICATION**

Thank you for contacting us concerning plans for your on-site sewage disposal system. As you may know, law has required the Missouri Department of Health to regulate the design, construction and installation of on-site sewage disposal systems. Cole County Health Department has chosen to regulate the on-site sewage systems locally.

Enclosed is a packet containing forms and instructions to help you apply for a permit and to select an on-site sewage disposal system that will comply with the regulations. Construction of your on-site sewage disposal system **SHALL NOT** begin until Cole County Health Department has issued and posted a permit on the site. To expedite this process, please follow these steps:

1. Contact a registered/certified on-site sewage disposal system contractor. This contractor can assist you to design and install your on-site sewage disposal system and **IS REQUIRED**. The service of a certified soil scientist is needed to conduct soil morphology evaluation of the site and **IS REQUIRED**. The installation contractor can help you select the system that best suits needs of the soil conditions present and is based on the size of facility. The contractor should help you fill out the forms. If you have questions or concerns you can contact the Cole County Health Department (CCHD), Environmental Health Division.
2. Use the “On-site Sewage Permit Instructions and Check Off” form to ensure that you have gathered all of the required information.
3. Submit the completed forms and all the necessary drawings and plans to the Cole County Health Department.
4. Upon receipt of the completed application by the Environmental Public Health Specialist (EPHS). The EPHS will review the plans for completeness and compliance within 5 working days of receiving them.
5. The Installer must schedule a site visit a **minimum of two (2) working days before** construction is to begin. If the results of the site visit and plan review are satisfactory and CCHD has received the required permit fee, Cole County Health Department staff will issue the permit. Then and only then can construction begin.
  - a. **System must be staked and/or marked on the property prior to the site evaluation/visit.**

Enclosed in this packet you will find the following items:

1. This Letter (Page 1 of 4)
2. The instruction and check off form. (Pages 2-4 of 4)
3. The permit application form

	<h2 style="margin: 0;">Cole County Health Department</h2> <p style="margin: 0;"> <b>Environmental Health</b>  <b>3400 W. Truman Blvd</b>  <b>Jefferson City, Missouri 65109</b>  <b>573-636-2181</b>  <b>Fax 573-636-3851</b> </p>
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If you or your contractor needs additional information, or if we can help you with this process in any way, please feel free to contact our office at **573-636-2181**.

On-Site Sewage Disposal Construction Permit Application Packet  
Permit Application Instructions and Check-Off List

Please type or print all information clearly. Provide all requested information accurately and completely. Cole County Health Department will return incomplete applications for completion before a permit will be issued. As you complete the section, check the appropriate box. When each box is checked, the application is ready to return to the Department.

Provide all of the following information completely and accurately, it is required to complete the application process:

- 1. Property owner: The name of the owner of the property as stated on the current deed, as Recorded with the County Recorder.
- 2. Site Address: The address of the actual construction site of the system, included legal description (¼ of ¼ section, township, and range), Subdivision name and lot number. Insert parcel identification numbers. (This number is available from the County Assessor or <http://www.midmogis.org/Maininteractivemapdisclaimer.asp> ).
- 3. Mailing Address: The address that Cole County Health Department may send correspondence, permits, and other communications. Include a daytime and evening telephone number for the owner of the property.
- 4. System: If this is construction of a new on-site sewage system, then check “New Construction”. If this repair is of an existing on-site system then, check “Repair Existing System”.
- 5. System Serves: Check residence or business, whichever is applicable. If a residence is Attached to a business then check both boxes. Provide the requested information below the appropriate box. If a business is not food service or lodging, then write description. Refer to Table 2A in rule for estimated daily sewage flow.
- 6. Water Supply: Check the appropriate box for your drinking water supply. City/public water supply district or community systems that meet Missouri Department of Natural Resources definitions of a community public systems or non-community public system are “Public”, provide the name of the supply. For “Private” supplies give the type of supply.
- 7. Lot: Provide the lot size in acres or square feet. Give the percent slope and show on the Site Layout the direction of slope and show a cross section of the slope and proposed system on the Slope Diagram.

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- 8. Soil Information: Check the Soil Morphology box the percolation test is **no longer accepted**. Provide the information requested for soil morphology. Include the soil scientists' report with the application.
  
- 9. Name of Soil Scientist: Provide the name, address, and telephone number of the person providing the soil data.
  
- 10. Proposed System: Provide basic information about the proposed system:
  - Choose A, B, or C depending on the type of system(s)
  - On Part A-Waste Stabilization Pond enter all information for this type of system.\*
  - Provide information necessary for the system(s) listed
  - On Part B- Sewage Tank, the type of construction
  - On Part C- Alternative System, if "Other" is checked as an alternative System, then a Registered Professional Engineer must design the system. Indicate the Professional Engineer's name, address, telephone number and seal. Be sure to include all data, calculations, drawings, or other information used to determine the design. Also place the proposed system on the Site Layout (item 13) and show all set back distances, property lines, easements, and any other information requested.
  
- \* Although not required, Cole County Health Department ***recommends*** sewage tanks proceeding waste stabilization ponds. If a sewage tank is installed you may be able to reduce the stabilization pond size by twenty percent (20%). If tank is added to design, fill out appropriate information in section B for tank only.
  
- 11. Installer: Provide the name, address, and telephone number of the person (not firm) doing the system construction.
  
- 12. Signature of Owner or Agent: The property owner or designated agent must sign the form to attest to the accuracy and completion of the information packet.
  
- 13. Site Layout: Provide a drawing of the proposed system. Include all requested relevant information from the application and on the Site Layout section. Show all set back distances, property lines, easements, and any other relevant information

**NOTICE:** Submission of this completed Application **does not** constitute the issuance of a permit a Site Evaluation must be completed by the Cole County Environmental Public Health Specialist (EPHS) prior to a permit being issued and the start of system construction. The permit **must** be posted or verbal permission to proceed must be received prior to start of system construction.

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# NOTICE

19 CSR 20-3.060 (1) © Minimum Construction Standards for On-Site Sewage Disposal Systems, paragraphs and 2 require that:

1. The design construction, operation and maintenance of sewage treatment and disposal systems, whether septic tank systems, privies or alternative systems, shall be the responsibility of the designer, owner, developer, installer or user of the system.
2. Actions of representatives of the administrative authority engaged in the evaluation and determination of measures required to effect compliance with the provisions of this rule shall in no way be taken as a guarantee or warranty that the sewage treatment and disposal systems approved and permitted will function in a satisfactory manner for any given period. Due to the development of clogging mats, which adversely affect the life expectancy of normally functioning ground absorption sewage treatment and disposal systems and variables influencing system functions that are beyond the scope of this rule, no guarantee or warranty is inferred or given that a sewage treatment and disposal system will function in a satisfactory manner for any specific period.
3. Notify the administrative authority two (2) working days prior to installation (per Cole County Rules for On-Site Wastewater Systems). Do not close or cover installed system until directed to do so by EPHS. IF you cover the installed system without an inspection you may be required to re-excavate the system for inspection for proper installation.