



## ISLAND COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH

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### *HEALTH INFORMATION BULLETIN (HIB)*

**HIB #102**

## **THE PERMITTING PROCESS & GENERAL INFORMATION**

### **Topics covered in this HIB:**

- Site Registration
- Permit(s)
- As-built(s)
- Minimum Set-backs
- Distribution Methods

### **The Site Registration:**

The Site Registration (SR, Perc, etc.) is typically the first step in the process of obtaining permit(s). A Site Registration is a recorded document filed with Island County describing various conditions found on a site. A licensed designer is responsible for submitting the Site Registration. Based on the site characteristics the site may or may not be capable of supporting an on-site sewage disposal system. A typical Site Registration will provide a description of soil texture, soil depths, slopes, and water tables. Other features such as wells, bluffs, critical areas, property dimensions, and easements are also recorded on the Site Registration. The Site Evaluation does not expire and is acceptable so long as the findings remain valid. Certain activities such as grading, filling or logging of the property can alter the original findings and render the Site Registration invalid.

### **The Permit:**

Typically, the next step in the process is to apply for a permit to construct a sewage disposal system. A licensed designer will draw up a plan based on the site registration and your use of the property. The type of septic system will be either conventional or alternative depending on site conditions and use. Based on the number of bedrooms and/or water use the designer will draw a plan with septic tanks, pump tanks and drainfield lines that are sufficient in size to support the use. The plan should include information such as well location, easements, utilities, dwelling size, dwelling dimensions, driveways, surface water, critical areas, and bluffs. The designer will submit a copy of the application to the Health Department for review. If the plan meets all requirements and a valid water share has been identified, a permit will be issued. The permit is valid for three years. If the permit expires before the system is installed, a new

design meeting all codes must be resubmitted. At the time the permit is issued, the septic permit can be used to apply for a building permit(s).

**The As-Built:**

After the sewage disposal system has been installed, the installer will draw up an as-built. The as-built will detail any deviations between the permit and what was installed. The as-built is a scaled drawing showing where dwellings, tanks, utilities, property lines, wells, drainfield(s) and other important features are located. The as-built will have technical information on it as well. Items such as pump models, timer settings, dosing regimes, orifice size, residual pressures, and proprietary devices will be listed. This drawing can be used by the system owner to locate components, making system maintenance convenient.

**Minimum Horizontal Setbacks**

Items Requiring Setback	From edge of disposal component and reserve area	From septic tank, sand filter, pump chamber, and distribution box	From building sewer, collection, and non-perforated distribution line
Non-public well or suction line	100 ft.	50 ft.	50 ft.
Public drinking water well	100 ft.	100 ft.	100 ft.
Public drinking water spring	200 ft.	200 ft.	100 ft.
Spring or surface water used as drinking water source	100 ft.	50 ft.	50 ft.
Pressurized water supply line	10 ft.	10 ft.	10 ft.
Properly decommissioned well	10 ft.	N/A	N/A
Surface water:			
Marine water	100 ft.	50 ft.	10 ft.
Fresh water	100 ft.	50 ft.	10 ft.
Building foundation	10 ft.	5 ft.	2 ft.
Property or easement line	5 ft.	5 ft.	N/A
Interceptor / curtain drains/ drainage ditches:			
Down-gradient	30 ft.	5 ft.	N/A
Up-gradient	10 ft.	N/A	N/A
Down-gradient cuts or banks with at least 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change	25 ft.	N/A	N/A
Down-gradient cuts or banks with less than 5 ft. of original, undisturbed soil above a restrictive layer due to a structural or textural change	50 ft.	N/A	N/A

## Typical Methods of Effluent Distribution

VERTICAL SEPARATION				
SOIL TYPE	< 1 foot	> 1 foot to < 2 feet	2 feet to < 3 feet	> 3 feet
1A	Not allowed	Mound, Glendon, Sand-Filter + Mound, ATU + Drip irrigation	Sand-Filter + Trenches, ATU + Trenches	Sand-Filter + Trenches, ATU + Trenches
2A	Not allowed	Mound, Glendon, Sand-Filter + Mound, ATU + Drip irrigation	Sand-Filter + Trenches, ATU + Trenches	Pressure Distribution
1B - 5	Not allowed	Mound, Glendon, Sand-Filter + Mound, ATU + Drip irrigation	Sand-Filter + Trenches, ATU + Trenches	Gravity Distribution

### Glossary of Terms:

- Dosing - The volume and frequency effluent is pumped to the drainfield.
- Proprietary Device - An approved device, or component held under patent or trademark.

### Other Informational Resources

- <http://www.islandcounty.net/health>

*NOTE:* The information presented within this Health Information Bulletin (HIB) is provided to assist with the clarification of a detailed and complex process generally involving rules and regulations. The information contained in this HIB may not provide a complete description of all the required elements of a permit process; therefore, it is always recommended that an applicant review the pertinent regulation or discuss their plans with a Health Department representative.