How to Obtain an On-Site-Wastewater Treatment System Permit

**STEPS**
This is a brief list of the steps necessary to complete the permit process. More information on each step is below.

1. Application
2. Site Plan
3. Soils evaluation
4. System design by engineer, designer or owner
5. Design approval by DCBOH
6. Final inspection
7. Final permit issued by DCBOH

**APPLICATION**
An application for an On-Site Wastewater Treatment System (OWTS) permit must be completed clearly and accurately since this will be a legal document and part of a permanent record. This can be done at either the Dolores County Commissioners office, or online at dolorescounty.org (email us at dcdolocnty@fone.net the completed form with signature). OWTS Permit Application fees are:

- New system permit $400.00
- The state requires a $23.00 surcharge for each application, which is included in this fee
- Repair/Alteration permit $300.00

The Assessor’s Parcel number, the site address, and the site plan are required to complete the Application.

Return application and fee to the Dolores County Commissioners office; 409 North Main Street, Box 608 Dove Creek, CO 81324

**SITE AND SOIL EVALUATION**
A complete site evaluation and soil test must be performed to identify the treatment capabilities of the soil and to adequately size the system. Two, two foot by six foot deep pit will be dug around the area where the field will be constructed, and the Dolores County Board of
Health Inspector will examine this pit to identify soil types. This soil test is also a factor in determining if an engineer is necessary to submit the design.

SYSTEM DESIGN
Septic systems may need to be designed by a Professional Engineer (PE) when adverse site conditions such as fast or slow percolating soil, high seasonal ground water, shallow bedrock, steep slopes, or setback complications are encountered.

DESIGN APPROVAL
Once the design is approved, and “Authorization to Construct,” will be issued specifying details of the OWTS being installed and any notes to the installer. The Contractor can then begin installing your system.

SYSTEM INSPECTION (before backfill)
When construction of the OWTS is complete, but not yet backfilled, the applicant or contractor must contact the Dolores County Board of Health Inspector to request a final inspection. This request must be made at least 2 full days in advance of the expected/desired inspection date.

FINAL INSPECTION AND CERTIFICATION
After the system passes the inspection, it can be covered and the ground graded as noted in the design. Once complete, the Dolores County Board of Health Inspector will perform a final inspection.

FINAL PERMIT ISSUANCE
The Dolores County Board of Health Inspector will review all documentation and photos on the system. If everything complies, a final permit will be issued.

CONTACT THE DOLORES COUNTY COMMISSIONERS OFFICE
AT 970-677-2383 TO SCHEDULE AN APPOINTMENT WITH THE INSPECTOR
DOLORES COUNTY
ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)
SEPTIC SYSTEM APPLICATION AND PERMIT
PO Box 608 Dove Creek, CO 81324
970-677-2383-dcdolocnty@fone.net

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Fee Paid</th>
<th>Check or Cash</th>
<th>PERMIT #</th>
</tr>
</thead>
</table>

This permit expires one year from the date of issuance. Extensions may be granted upon request.

Fee includes three trips to location: Any additional trips will cost $100.00 per trip, charged to the applicant.

**Purpose of Permit:**
- NEW
- Residential
- Commercial
- Repair/Alteration

Owner is responsible for uncovering the entire system if necessary.

<table>
<thead>
<tr>
<th>Owner/Applicant</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Address</td>
<td>Legal S T R</td>
</tr>
<tr>
<td>Subdivision</td>
<td>Lot #</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email</td>
</tr>
<tr>
<td>Contractor</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parcel Identification #</th>
<th>Parcel Size (in acres)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. Persons</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Bedrooms</td>
<td>Is this property located in a floodplain</td>
<td></td>
</tr>
<tr>
<td>No. Bathrooms</td>
<td>Are any wells located within 100’ of system</td>
<td></td>
</tr>
</tbody>
</table>

**CHECKLIST:**

<table>
<thead>
<tr>
<th>New Homesites, Driveway permit &amp; Improvement Notice Required</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan provided</td>
<td></td>
</tr>
<tr>
<td>Soils test completed</td>
<td></td>
</tr>
<tr>
<td>Systems Design provided</td>
<td></td>
</tr>
<tr>
<td>Initial inspection completed</td>
<td></td>
</tr>
<tr>
<td>Final inspection completed</td>
<td></td>
</tr>
<tr>
<td>As Built drawing provided</td>
<td></td>
</tr>
<tr>
<td>Final Permit Issued</td>
<td></td>
</tr>
</tbody>
</table>

This system shall be constructed in accordance with the Colorado State and Dolores County regulations governing sewage disposal systems, subject to the issuance of a permit, and to **final inspection before back filling**.

The issuance of a permit does not constitute assumption by the DCBOH or its employees of liability for the failure of any sewage disposal system.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Inspector</th>
<th>Date of Approval</th>
</tr>
</thead>
</table>

Approved [ ] [ ] Denied [ ] [ ]
DOLORES COUNTY
ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

NAME________________________ PERMIT NO.________________________ DATE________________________

DESIGN CRITERIA

Design Discharge_________gpd

Septic tank size__________gal.

Minimum Surface Area______

Aerator Size____________gal.

LEACH FIELD SYSTEM

10' MIN TO HOUSE

\[ \text{Diagram of leaching chambers}\]

INSTALLATION MUST MEET MANUFACTURES SPECIFICATIONS

TRENCH UNDER INFILTRATORS MUST BE LEVEL

CROSS SECTION INFILTRATOR SYSTEM

8" Min 18" Max

PRELIMINARY PLAN APPROVED BY________________________
DOLORES COUNTY
ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)

NAME_________________________PERMIT NO._________________________DATE______________

DESIGN CRITERIA

Design Discharge_________gpd  Septic tank size___________gal.

Minimum Surface Area_________  Aerator Size_______________gal.

LEACH FIELD SYSTEM
DOLORES COUNTY

OWTS ASBUILT

NAME___________________________PERMIT NO.____________________DATE__________

Property Address_______________________________________________________

Contractor___________________________________________________________

TANK & LEACH FIELD SYSTEM

Plan View
NTS

Key                                                                                       Type of Leach Field
C.O.- Cleanout                                                               Pipe/Gravel
D.B.- Distribution Box                                                             Standard Infiltrator Chambers (3’ x 6”)
Speed Levelers                                                                   Infiltrator Equalizer 36 Chambers (2’ x8’)
Field measurements on _______                                                  Other__________________________
Tank Size________GAL.                                                          

Asbuilt drawn by__________________________________________________________