

Time of Transfer Frequently Asked Questions

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What happens if problems are identified?

Failing on-site sewage systems are a public health concern. If the on-site sewage system is failing, the owner must immediately correct the problem. Common failures are sewage backing up into the building or surfacing on the ground or a cracked septic tank leaking sewage. If these problems are not corrected, a Notice of Violation can result.

Deficiencies that require attention but do not require immediate repair include missing or broken inlet/outlet baffles, malfunctioning pump, broken monitoring ports, clean-outs, or risers, as well as a system not properly sized for the number of bedrooms in the residence. (However, permits for changes to the structure or property, or operational certificates, if required, may be held up until deficiencies are corrected.)

Both major and minor problems will be noted on the evaluation report. If the property owner corrects problems according to regulations and would like an evaluation report to reflect the changes, a Time of Transfer Evaluation Report application can be resubmitted with a [re-evaluation fee](#), (see page 6 section C10 of the fee schedule).

What types of repairs require a permit?

A sewage system repair permit is required to replace a drainfield or a tank. A repair permit is not required to repair or replace baffles or a pump.

Will the Health Department prohibit the sale of my property?

No, the Health Department has no right or intention to prohibit property sales. The goal is to protect public health and to provide information to parties involved in the sale or transfer of property. The evaluation report will include any notices of violations or deficiencies found during the inspection and record review.

What will the Time of Transfer Evaluation Report include?

- System Information – available in County Records
 - Type of system
 - Approved use
 - Installation Date
 - Record Drawing

- Status of on-site sewage system – based on inspection reports
 - Maintenance requirements
 - Actions needed to correct problems
- Compliance with Sanitary Code requirements
 - Example: Is an operational certificate required? Is it current?

Will my old on-site sewage system be required to be upgraded to meet current code?

If the on-site sewage system is failing, it will require a repair. If the on-site sewage system is functioning properly, it will be allowed to continue in its current use.

Where do I submit my application and other documents?

By Mail -

Thurston County Environmental Health Division
2000 Lakeridge Drive SW
Olympia WA 98502

In Person -

Thurston County Building Development Center
Monday thru Friday – 8:00 AM to 4:00 PM
2000 Lakeridge Drive SW
Building 1, 2nd Floor

I have several on-site sewage systems on my property. Does each system need to go through the Time of Transfer Evaluation?

Yes, each on-site sewage system will need to go through the Time of Transfer Evaluation. Each system will require an application, [fee](#), (see page 6, section C10 of the fee schedule), inspection report, and pump and service report filed with OnlineRME (unless they fall into one of the exceptions).

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I just installed my system (new septic tank(s) and new drainfield). Do I need to go through the Time of Transfer Evaluation?

- 1) In cases where a newly installed system (new construction or a repair) was completed **within** the last twelve months prior to Time of Transfer Application:

The County **will require an application**. The County will not require a fee or inspection report to be filed with OnlineRME. The County will not require the septic tank(s) be pumped for this evaluation.

- 1) In cases where a newly installed system (new construction or a repair) was completed **over** twelve months prior to Time of Transfer Application, **and**, the residence has remained vacant since the installation:

- a. The County **will require an application** and **applicable fee**, (see page 6, section C10 of the fee schedule) and an **inspection report** filed with OnlineRME from an On Site Sewage System Professional, certifying that the system has not been used since the time of installation. The County will not require the septic tank(s) be pumped for this evaluation.

I just had my septic tank/drainfield replaced. What do I need to do for the Time of Transfer Evaluation?

A newly installed septic tank(s) or a newly installed drainfield **by themselves** do not constitute a newly installed system.

- 1) In cases where only a new septic tank(s) has been installed within the last twelve months, pumping and inspection of the tank(s) is not required. The drainfield is required to be inspected and the report filed with Online RME. **Standard Time of Transfer fees will apply.**
- 2) In cases where only a new drainfield has been installed within the last twelve months, pumping and inspection of the septic tank(s) is required.

The drainfield is not required to be inspected. **Standard Time of Transfer fees will apply.**

All documentation in the form of pump and inspection reports must be filed with Online RME.

My home is connected to a large on-site sewage system that serves our entire subdivision. How do I go through the time of Transfer Evaluation?

If your residence is connected to a large on-site sewage system, (LOSS) you are not required to go through the Time of Transfer evaluation process. A large on-site sewage system is a septic system that has flows of over three thousand five hundred (3,500) gallons per day at any common point. These sewage systems are regulated by the Washington State Department of Health (360) 236-3330.

To find out if you have a large on-site sewage system, please call Thurston County Environmental Health at (360) 867-2673.

For more information about on-site sewage systems, lists of on-site specialists certified in Thurston County, and forms, see our website: www.co.thurston.wa.us/health/ehoss or call 360-867-2673 (TTY/TDD 711 or 1-800-833-6388).

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