



Thurston County Environmental Health  
 2000 Lakeridge Dr. SW Olympia, WA 98502  
 (360)867-2673 / (360)867-2660 (Fax)  
 TDD Line (360) 754-2933  
[www.co.thurston.wa.us/health/ehadm](http://www.co.thurston.wa.us/health/ehadm)

## Supplemental Application ONSITE SEWAGE SYSTEM

STAFF USE ONLY	DATE STAMP
<h1 style="font-size: 48px; margin: 0;">LABEL</h1> <p style="text-align: center; margin: 10px 0;">PLEASE NOTE:            ALL APPLICATIONS AND SITE PLANS            MUST BE COMPLETED IN BLACK OR            BLUE INK <u>ONLY</u></p>	
	Intake by: _____

**This application cannot be submitted alone. In addition to this form, a complete package includes:**

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
<input type="checkbox"/>	Master Application.	<input type="checkbox"/>
<input type="checkbox"/>	For new septic systems requiring a design: a. Site plan (5 copies – 11” X 17” maximum size), 1”=20’ or 1”=30’ scale. (See attached checklist) b. On-site sewage (septic) system design (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	For replacement of existing septic systems requiring a design: On-site sewage (septic) system design (3 copies).	<input type="checkbox"/>
<input type="checkbox"/>	For submittals not requiring a design: (examples: sand filter and/or mound rebuild using existing design, septic tank or pump chamber replacement, septic tank placement): Site plan (3 copies – 11” X 17” maximum size).	<input type="checkbox"/>
<input type="checkbox"/>	For onsite sewage system projects within a city jurisdiction, the application must be taken to the city for review and comment prior to submitting an application with Thurston County. If unable to obtain comments from the city, Environmental Health will route the application to the city. The project will be placed on hold until comments from the city have been received.	<input type="checkbox"/>
<input type="checkbox"/>	Applicable processing fees. <i>Refer to current fee schedules. Depending on the adopted fee structure, additional fees may occur if base hours/fees at intake are exhausted.</i>	<input type="checkbox"/>

<b>SEPTIC DESIGNER:</b>	
Name: _____	Company Name: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Phone #: _____	Cell Phone # _____ Fax #: _____
E-mail Address: _____	

**JURISDICTION:**

Thurston County  City of \_\_\_\_\_

**CITY JURISDICTION REVIEW AND COMMENT:**  **Approved**  **Disapproved**

Comments: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TYPE OF PROJECT:**

- Onsite Sewage System with Residential Site Plan Review  
(Project includes a new structure or addition/remodel to existing structure)
- Onsite Sewage System only (HD) (no change to structure that septic will serve)
- Residential Single Family  Residential-Multifamily #Units \_\_\_\_\_  Non-Residential

**TYPE OF PERMIT:**

- On Site Sewage System  Tank Only  Sand Filter and/or Mound Rebuild or Replace
- Community Drainfield

**WORK TYPE:**

New  Repair of a Failure  Modification Upgrade Number of Bedrooms: \_\_\_\_\_

**WATER SUPPLY:**

- Existing  Proposed
- Single Family well  Two Party well  Group A  Group B
- Name of Community system \_\_\_\_\_ System ID# \_\_\_\_\_

**ACCESS:**

- Existing Access  Proposed Access  Private Driveway  Shared Driveway
- Private Road \_\_\_\_\_ (list name of road, if applicable)
- Public Road \_\_\_\_\_ (list name of road, if applicable)

**PROPERTY INFO:**

Water on or within 300' of property:  None  Salt  River/Creek/Flood Zone  Lake/Pond  Wetland  Ditch  
Name of body of water: \_\_\_\_\_  
Has the property ever flooded?  No  Do not know  Yes, when? \_\_\_\_\_  
*(If yes, show area on site plan)*  
Slopes greater than 20%?  No  Yes

**APPEAL:** Any person aggrieved by a decision, an inspection, or notice made by the Health Officer shall have the right to appeal the matter as specified in Article 1 of the Thurston County Sanitary Code.

**EXPIRATION:**

Sewage System applications expire one year from date of application per Thurston County's Sanitary Cod, Article IV, Section 9. This period may be extended for a single one-year period without charge, if specifically requested by the applicant prior to the expiration date.

This application shall contain and/or address the following in a clear, accurate and intelligible form. Submit this checklist with your application. Check the box for each item addressed. Please provide an explanation for any unchecked item.

Applicant Use	ONSITE SEWAGE SYSTEM CHECKLIST	Staff Use Only
<b>SITE PLAN:</b>		
<input type="checkbox"/>	1. Scaled site plans of the entire property on paper no larger than 11" x 17" which includes or shows all items listed below. Refer to page 1 for the correct number of copies. For large parcels use two site plans, one overall site plan at 1" = 100' showing the entire property and one detail at 1" = 30'	<input type="checkbox"/>
<input type="checkbox"/>	a. North arrow, map scale, date, site address and directions to site.	<input type="checkbox"/>
<input type="checkbox"/>	b. The property boundaries and property boundary dimensions of the entire property.	<input type="checkbox"/>
<input type="checkbox"/>	c. Location of any existing and proposed easements.	<input type="checkbox"/>
<input type="checkbox"/>	d. The location of all existing structures, including, but not limited to, mobile homes, houses, sheds, garages, barns, fences, culverts, bridges, storage tanks, retaining walls, decks and porches.	<input type="checkbox"/>
<input type="checkbox"/>	e. Location of existing and proposed driveways.	<input type="checkbox"/>
<input type="checkbox"/>	f. Location of all existing and proposed wells, water lines, springs, septic tanks, drainfields and reserve areas.	<input type="checkbox"/>
<input type="checkbox"/>	g. Test hole locations.	<input type="checkbox"/>
<input type="checkbox"/>	h. Location of any areas protected by covenant on the project site for water supply sources.	<input type="checkbox"/>
<input type="checkbox"/>	i. Areas to be cleared, graded, filled, excavated or otherwise disturbed.	<input type="checkbox"/>
<input type="checkbox"/>	j. Location, type and description of existing and known stormwater facilities (downspouts, splash blocks, drywell, french drains, etc).	<input type="checkbox"/>
<input type="checkbox"/>	k. Location of any surface waters and ditches, any critical areas and buffers affecting the site, both onsite and on adjacent properties, including but not limited to shorelines, wetlands, streams, flood zones, high ground water, steep slopes and special habitat.	<input type="checkbox"/>
<input type="checkbox"/>	l. Topographic information for entire property based on available County two foot contour maps.	<input type="checkbox"/>
<input type="checkbox"/>	m. Vicinity sketch showing property location in relation to major roads and highways.	<input type="checkbox"/>
<input type="checkbox"/>	2. For onsite sewage system projects within a city jurisdiction, the application must be taken to the city for review and comment prior to submitting an application with Thurston County. If unable to obtain comments from the city, Environmental Health will route the application to the city. The project will be placed on hold until comments from the city have been received.	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS:</b>		
A. The project site must be identified in the field by posting an identification sign visible from the access road and by flagging the property corners and the center of the driveway/road access location. The purpose of the sign is for project identification rather than public notification. The sign and flagging are provided by Thurston County and can be obtained at the Permit Assistance Center.		
B. The following <b>test hole location</b> requirements must be met: <ul style="list-style-type: none"> <li>• Test pits must be six (6) feet deep, but excavation may stop at a depth where the water table or restrictive layer is encountered;</li> <li>• Test pits must be large enough and ramped for easy and safe access. The applicant is responsible for constructing and maintaining test pits in a manner so as to prevent injury to people;</li> <li>• A cleared and marked path through any brush, fences or obstacles to all test pits must be provided;</li> <li>• Each test pit must be numbered by a painted or flagged stake.</li> </ul>		