

# On-site Wastewater Treatment System (OWTS) Permit Application

NEW SYSTEM PERMITS VALID FOR ONE YEAR. REPAIR PERMITS VALID FOR 60 DAYS AFTER ISSUANCE. USE PERMITS ARE VALID FOR SIX MONTHS AFTER ISSURANCE.



Elbert County Department of Public Health  
 P.O. Box 201 / 75 Ute Ave. / Kiowa, CO 80117  
 Phone: 303-621-3144 / Fax: 303-621-0122

Fees: Complete System \$973.00	Use Permit \$100.00
Tank Only \$250.00	Field Only \$250.00
Tank and Field \$500.00	Re-Inspection Fee \$100.00
All Other Alterations \$100.00	Six month Extension \$250.00
<b>ALL PERMIT FEES NON REFUNDABLE</b>	

**\*\*PLEASE COMPLETE THE HIGHLIGHTED AREAS\*\***

Permit #	Permit Fee:	Date Paid:	Payment Type: Cash ___ Check # ___ Credit Card ___			
Assessor Parcel ID#						
Project Address:			# of Acres			
Subdivision/Project Name:		Is this an ADU project? Yes No				
Applicant Name:						
Mailing Address:						
Phone:	Fax:	Email:				
Owner Name:						
Mailing Address:						
Phone:	Fax:	Email:				
Installer /Inspector Name:						
Mailing Address:						
Phone:	Fax:	Email:				
# of Bedrooms	New System: <small>Higher level treatment</small>	Tank Only:	Field Only:	Tank & Field:	Alteration:	Use Permit: <small>Sale of property Additions/Remodel</small>

## REQUIREMENTS

1. OWTS Permit **MUST** be applied for **PRIOR** to Building Permit.
2. Soil test and permit fee must be provided at time of application.
3. Lot must be marked, and soil profile holes and any perc holes marked properly. Property lines must be marked/visible.
4. Site visit may be conducted.
5. Engineer designed systems must also be approved by design engineer.
6. System Record Drawings are required for all new tanks, fields or complete systems. Maps must be drawn to scale with a north arrow indicated and include a benchmark. System will **NOT** be approved for use until the Record Drawing and/or Engineer Letter are received.
7. Installer must be currently licensed in Elbert County.
8. Repair applications must be submitted within 2 business days of use permit issuance.

**\*\*Completed applications and supporting documents can be emailed to [publichealth@elbertcounty-co.gov](mailto:publichealth@elbertcounty-co.gov), dropped off at our office or mailed to our PO Box\*\***

### PROPERTY THAT CONTAIN FLOODPLAINS

If your property contains floodplain, be aware that you may not construct a structure of any kind within the floodplain without first applying for a floodplain permit. This includes OWTS systems. Elbert County Zoning Regulations part II, Sec 25, sec C, 5, c states that applicants will be required to:

Locate all new on-site sewage systems (including leach fields) in areas above the base flood elevation; (except the replacement of a failing system where no alternate location outside the floodplain is available.)

Please take this restriction into account when locating a structure on property that contains floodplain.

**Please allow 7 – 10 business days for your inspection to be completed. Because of increased requests, we can no longer do same day or next day inspections. Inspections will be by appointment only. Also, please note that Elbert County Offices are closed on Fridays and all major holidays.**

I certify that I have read and understand all of the above:

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date