

## I WANT TO ADD ADDITIONAL BEDROOMS IN MY HOME, WHAT DO I NEED TO DO?

**\*\*Below is the process for if you are wanting to add additional usage to your septic system\*\***

### ELBERT COUNTY REGULATIONS

- Prior to approval from the Health Department, a **USE PERMIT** must be obtained for additions/remodels. You can find the OWTS application here: [Microsoft Word - Septic Permit Application Revised 4 4 19a \(elbertcounty-co.gov\)](#)

### HOW TO:

To obtain the **USE PERMIT for additional usage**, the sizing AND functionality of the septic must be reviewed. To review the system and its functionality, the Health Department needs an **inspection report that was completed of the system within 1 year**. This report must be completed by a licensed inspector (If there is an inspection report on file that was completed within the year from a previous use permit that was issued, then we can use that report to determine if the system is sized appropriately for the additional usage) A list of licensed inspection companies can be found here: [2022-OWTS-Inspectors-Pumpers- \(elbertcounty-co.gov\)](#)

Once the inspection report is completed, you will submit it to the Health Department with your **USE PERMIT** application. (Below is an example of how to complete the application when adding bedrooms)

<b>Phone:</b>		<b>Fax:</b>		<b>Email:</b>			
<b># of Bedrooms</b>	<b>New System:</b> <input type="checkbox"/>	<b>Tank Only:</b>	<b>Field Only:</b>	<b>Tank &amp; Field:</b>	<b>Alteration:</b>	<b>Use Permit:</b> <input checked="" type="checkbox"/>	
↙	Higher level treatment <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sale of property <input type="checkbox"/>	Additions/Remodel <input checked="" type="checkbox"/>

Currently, then + the # you want to add

### REQUIREMENTS

**(Please note, per regulations: we do allow for up to 2 bedrooms to be added without having to upsize your system)**

Once the permit is completed, the Health Department will call you to collect the \$100 payment, or you can pay online here: [Payment Center / CO Elbert County Permit Payments / eGov Strategies, LLC \(egovpayments.com\)](#)

***If you have any other questions or need more assistance, please call our office at the number below or email our department at [publichealth@elbertcounty-co.gov](mailto:publichealth@elbertcounty-co.gov)***

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