

# I WANT TO ADD AN ADU, BARN, OR SHOP (with facilities) ON MY PROPERTY AND TIE IT INTO MY EXISTING SEPTIC SYSTEM, WHAT DO I NEED TO DO?

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

**IF YOU ARE ADDING AN ADDITIONAL LIVING SPACE TO YOUR PROPERTY, PLEASE OBTAIN THE SECONDARY SITUS ADDRESS PRIOR TO OWTS SUBMITTAL. YOU CAN COMPLETE THE APPLICATION HERE: [Elbert County CO \(civicplus.com\)](http://Elbert County CO (civicplus.com))**

## 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 new structures)

<b>Phone:</b>		<b>Fax:</b>		<b>Email:</b>		
<b># of Bedrooms</b>	<b>New System:</b> <input type="checkbox"/>	<b>Tank Only:</b> <input type="checkbox"/>	<b>Field Only:</b> <input type="checkbox"/>	<b>Tank &amp; Field:</b> <input type="checkbox"/>	<b>Alteration:</b> <input type="checkbox"/>	<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**

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 the Health Department approves the adding of a structure, an ALTERATION PERMIT must be pulled for the tying in of the new structure to the existing septic\*\***

ELBERT COUNTY PUBLIC HEALTH  
AND ENVIRONMENTAL SERVICES  
75 Ute Avenue / PO Box 201 Kiowa, CO 80117  
P: (303) 621- 3144 / F: (303) 621-0122

***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)***

ELBERT COUNTY PUBLIC HEALTH  
AND ENVIRONMENTAL SERVICES  
75 Ute Avenue / PO Box 201 Kiowa, CO 80117  
P: (303) 621- 3144 / F: (303) 621-0122