

STEP-BY-STEP GUIDE TO REBUILDING AN ONSITE WASTEWATER TREATMENT SYSTEM (SEPTIC)

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STEP ONE:

- Review information about your OWTS: online records.
- This review will inform how many bedrooms and/or structures are permitted for use by your OWTS.
- Review the tips for expediting your BP OWTS Review.

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STEP TWO:

- Adding bedrooms or an Accessory Dwelling Unit: please review our Residential Change in Use Policy.
- Consider having OWTS inspected to determine if any damage was sustained.
- OWTS staff are available to answer questions and review options: healthows@bouldercounty.org.

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STEP THREE:

- Changes identified in STEP TWO, work with an engineer (add link) for the required permitting document for application.
- Planning to replace your OWTS will require a Major Repair Permit
- No changes: prepare an application for a Minor Repair permit.
- If your septic tank was damaged, you might need a Minor Repair permit.

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STEP FOUR:

- Apply for applicable OWTS permits.
- If you need help determining which permit you need, contact BCPH staff (healthows@bouldercounty.org).

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STEP FIVE:

- Once you have your OWTS permit, a licensed professional can complete the work.
- BCPH staff will inspect the work and approve it. Then, we will issue a Use permit and release any conditions on the building permit or certificate of occupancy.



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NOTES FOR THE GUIDE

STEP ONE:

- Online record search tips
 - For the most recent OWTS drawings and records, visit septicmart.org.
 - Please use the record or final inspection drawings in the "Permit" documents, indicating what OWTS was installed.
 - Do not use drawings found in "Designs and drawings" or "Blueprints" documents; these are typically what was proposed at time of design and may not represent accurate locations of where the components were installed.
 - Please note: The existing components could be represented on two different permits if repairs have been made to an OWTS that reused previously existing components.
 - If your system is not permitted and approved you will need to replace the OWTS. The first step is to hire an OWTS engineer. This will require a full fee Major Repair permit
 - If you are building a temporary ADU that will be converted to an accessory structure after completion of main dwelling construction we will allow you to connect to the existing, approved OWTS without any changes.
 - We will issue a no fee Minor Repair permit for connecting this structure.

STEP TWO:

- Change in Use: adding bedrooms, adding an ADU, adding non-single family residential use (rental unit, home business that has clients, staff or produces additional wastewater i.e. hair salon, dog grooming)
- Please refer to Residential Change in Use policy

STEP THREE:

- Link to engineers: <https://bouldercounty.gov/environment/water/septicmart/licensed-professionals/>
- Engage OWTS professionals early in the design process. They know the rules and regulations and can help identify potential limitations to rebuilding plans.
- Be prepared to submit the OWTS permit application and required materials before or at the same time as BP application. We review all BP applications and will hold up BP issuance until we have approved any change in use or OWTS permit applications.
- Minor repair permit fee will be waived if rebuilding to same specifications in current, approved OWTS permit. Please contact BCPH when ready to apply: healthows@bouldercounty.org or 303.441.1564.

STEP FOUR:

- If eligible for a waived or reduced permit fee, please email your application and required documents to healthows@bouldercounty.org. If you owe a reduced fee we will send you an invoice that you can pay online.
- The online application portal will require you to pay the full fee.

STEP FIVE:

- Licensed OWTS professionals: <https://bouldercounty.gov/environment/water/septicmart/licensed-professionals/>

GENERAL

- More details can be found at <https://bouldercounty.gov/marshall-fire-on-site-wastewater-treatment-owts/>

DISASTER RECOVERY OWTS PERMIT AND FEE SCHEDULE

Adding bedrooms and/or an ADU		
Report shows soil treatment area (STA) needs to be altered (may also include septic tank and/or sewer line)	Major Repair Permit	Full Fee
Report shows septic tank and/or sewer line will be added or replaced	Major Repair Permit	Full Fee
Report shows no alterations to existing design needed for OWTS (no new structures added)	Major Repair Permit	Reduced Fee (\$500)
Repair of damaged components		
Any components not including soil treatment area	Minor Repair Permit	Full Fee
Replacing OWTS		
Soil treatment area and/or additional components	Major Repair Permit	Full Fee
Reconnecting sewer line		
Number of bedrooms and structures in approved OWTS permit are not changing	Minor Repair Permit	No Fee