

WALKER COUNTY PROCEDURES AND ACKNOWLEDGEMENT FORM FOR THE INSTALLATION OF AN ON-SITE SEWAGE FACILITY

1) The Property Owner should be advised that the approval for the use of an On-Site Sewage Facility is a three-step process involving the following steps:

- a) **Application** : The Landowner or his or her legal representative must turn in a signed application, a signed copy of this sheet, a current valid deed of ownership, and pay the application fee. **The application fee will not be refunded if the system is turned down, or the permit expires.**
- b) **Authorization to Construct** : Before the Authorization to Construct can be granted all planning materials and documents must be submitted to the permitting office and reviewed for compliance. The Authorization to Construct is a printed form which must be signed and dated by a review officer of Walker County, unless an owner or installer is in possession of a signed copy of this form then it should not be assumed that construction has been authorized. **There should be no construction prior to receipt of an Authorization to Construct, any such construction is a violation of State law.**
- c) **Notice of Approval** : The Notice of Approval will be granted following a satisfactory inspection of the OSSF by Walker County. The Notice of Approval is a printed form which must be signed and dated by authorized agent of Walker County before it becomes valid. **Unless a landowner is in possession of a signed Notice of Approval then it should not be assumed that the Permitting Authority has approved the system for use. The operation of an OSSF without a valid Notice of Approval from Walker County is a violation of State law.**

2) Walker County has five (5) business days from the receipt of ALL necessary paperwork to pass or reject a submittal for an Authorization to Construct. If a submittal is rejected, then the five (5) days will begin again when the new set of paperwork is submitted. **The installer or landowner will be contacted as soon as an Authorization to Construct has been granted. All reviews shall be performed in the order of submittal. Calling to check the status of a review will not speed up the review process.**

3) All inspections must be set up at least 24 hours in advance. The installer must call and set up the inspection with Walker County. Inspections will not be granted for Holidays, Weekends, or non-business days. There are a limited number of inspections available on a given day, if all inspection slots are full then an inspection will not be granted for that day. All failed inspections or late cancellations are subject to re-inspection fees to be paid in advance of any re-inspection.

4) The landowner or the installer must provide and set up a Surveyor's Level, Laser Level, etc. at the site before inspection.

5) Applications will expire 6 months from the date of issue or 1 year from the date of the Authorization to Construct.

6) It is the responsibility of the property owner to work with and check the work of their contractor(s) in order to ensure that such work is done correctly and in accordance with their wishes. It is the property owner's responsibility to see to the installation and construction of an OSSF, which meets state standards and have that system approved by the Permitting Authority (Walker County) before beginning to use the OSSF.

7) **The use of an On-Site Sewage Facility which has not been approved or the construction of an OSSF without prior approval is a violation of State law subject to penalties including fines of \$200 per day and possible loss of licenses.**

8) As with any contracted work the property owner is advised to take steps to assure that his or her contractor completes the job in a satisfactory manor, such as withholding payment until the system is completed. Please remember that the system is not considered usable until a signed "Notice of Approval" has been issued.

9) It is the property owner's responsibility to take necessary steps to properly abandon any tanks, boreholes, seepage pits, etc that will no longer be used as part of a sewage disposal system. It is recommended that such an abandonment take place at the time of installation as this may save the property owner some cost in completing the necessary work.

10) BE ADVISED THAT AN ON-SITE SEWAGE FACILITY UTILIZING SECONDARY TREATMENT (ie: AEROBIC SYSTEM) AND SERVING A SINGLE FAMILY, OWNER OCCUPIED RESIDENCE CANNOT BE MAINTAINED BY THE HOMEOWNER UNLESS ALL DISPOSAL AREAS ARE A MINIMUM OF FIFTY (50) FEET FROM ALL PROPERTY LINES. IF YOU ARE INTERESTED IN HOMEOWNER'S MAINTENANCE PLEASE DISCUSS THE

PROPER PLACEMENT OF YOUR OSSF WITH YOUR SYSTEM DESIGNER AND INSTALLER BEFORE INSTALLATION. BE ADVISED THAT THERE MAY ALSO BE OTHER REQUIREMENTS INCLUDING FORMAL TRAINING NEEDED TO QUALIFY FOR THE PROGRAM.

I, the undersigned individual understand the preceding statements and procedures and by signing I acknowledge and agree to the responsibilities and regulations listed above.

Signature of Applicant / Owner: _____ Date: _____