



## **Onsite Wastewater Treatment System (OWTS) Permit Guidelines**

### **Application Process**

- Obtain an application from the Hinsdale County Building Department, 311 North Henson Street. 970-944-2225 or 1-877-944-7575 (Toll Free) or [building@hinsdalecountycolorado.us](mailto:building@hinsdalecountycolorado.us)
- Return completed application, permit fee, permit checklist and a detailed site plan showing location of the property, property lines, structures and proposed structures, well location, water courses and details of the OWTS system including set back distances, pipe and chamber sizes, etc. Application fee is \$500.00. Provide check or money order payable to Hinsdale County. Permit fees are not refundable. Incomplete applications will not be reviewed.
- There will be a charge for mileage in accordance with the County's customary mileage reimbursement rate for any location outside a ten-mile radius from the County Courthouse.

### **Site Inspection & Soil Analysis**

- Request site inspection. Contact Building Official (contact information above)
- See Site Inspection Guidelines for information on preparing the inspection site.
- Depending on soil conditions and location, a system designed by a Colorado certified engineer may be required.
- A percolation test may be performed to verify the soil analysis. Pre-soak each percolation hole with one to two gallons of water once at least 24 hours prior to the percolation test.
- If soil conditions warrant the Building Official will provide minimum design criteria for the system.
- Permit will be issued following review of the design criteria, plans, and specifications.

### **Inspections**

- When all components are in place, connected and ready to cover, request an inspection by the Building Official (contact information above). Do not cover any part of the system prior to inspection.
- Pressure dosed systems must be fully operational prior to inspection.
- Engineered systems must be inspected by the designing engineer. A letter of certification from the designing engineer is required.
- Final approval will be granted when the system is properly back-filled and a detailed 'as built' plan showing all components of the system, locations and distances is provided to the Building Department.

**NOTE:** *No building permit will be issued until the OWTS design has been approved. OWTS must be installed, inspected and approved prior to completion of building construction and issuance of a Certificate of Occupancy.*