



CARSON CITY HEALTH & HUMAN SERVICES
900 EAST LONG STREET, CARSON CITY, NV 89706
PHONE: 775-887-2190 FAX: 775-883-4701

Submittal Requirements For Individual Sewage Disposal Systems

The information in this package is to guide the owner or builder through the submittal and approval procedures when obtaining a permit to construct, alter or extend an individual sewage disposal system. The customer should note that:

- The design of all residential septic systems must be in accordance with the Nevada Administrative code (NAC) Chapter 444 and the 2003 Uniform Plumbing Code (UPC).
- Septic system permits are temporary and are valid until the system fails or a community sewage system is installed to service the parcel as per *NAC 444.786 (1)*.
- A permit is void 12 months after the date of issuance if the proposed construction, alteration or extension of the individual sewage disposal system is not completed within that period as per *NAC 444.786 (6)*.
- The septic system permit will be issued with the building permit. Failure to complete the plot plan and application forms will result in delays in issuing the permit.

Permit Fees

Plan review, permit, open trench inspection, system inspection, final (ex: new)	\$100.00
Plan review, permit and two (2) on-site inspections (ex: repair)	\$ 25.00
Re-inspection when site not prepared at time of scheduled inspection	\$ 25.00
Each additional trip requested	\$ 5.00

Required Documents in addition to Building Department requirements to be submitted with application:

- Residential Septic System Permit Application (see attachment)
- Soil Analysis for Residential Septic System
- Leach Line Calculations
- Plot Plan (see list of requirements below)
- Trench Detail (leach line configurations and cross section)

Required Inspections:

- The CCHHS will perform inspections of residential septic system installations, repairs and abandonments.
- Please call the Building Department **and** CCHHS to schedule an appointment for inspection. **Inspections must be scheduled at least twenty-four (24) hours in advance.**
- **Approved plans must be on job site at the time of each inspection.**

Individual Sewage Disposal System requirements are from the Nevada Administrative Code (NAC), which can be found on the web at <http://www.leg.state.nv.us/NAC/NAC-444.html>.

General Information — Percolation Tests:

- Appointments may be made for the observation of a percolation tests and test pits prior to submitting the application and plot plan to the Building Department.
- Tests are required to be performed in the primary absorption field and in the replacement area. There will be a minimum of four (4) percolation tests and two (2) test pits on each property that is proposing an Individual Sewage Disposal System.
- Complete instructions for this process may be obtained from the Building Department or requested from CCHHS at (775) 887 – 2190.

1. Individual Sewage Disposal System for a New Residence — Site plan should include:

- The name, address and current phone number of the applicant.
- The title and date of the plan and the signature of the owner or his representative.
- The legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, where construction, alteration or extension is proposed.
- A vicinity map of the area in which the individual sewage disposal system will be located that shows the location of the roads and streets.
- The location and distance to well and sewage systems on surrounding lots. If the lots are vacant, the plot plan must so indicate.
- The direction of North clearly indicated.
- The distance within 500 feet to any watercourse indicated, including, without limitation, any pond, lagoon or stream. If there are no watercourses, the plot plan must so indicate.
- The location of each percolation test hole and boring test hole.
- The location and depth of each proposed or actual well. The location of water supply lines. The distance of each well and soil absorption system to the property line.
- Each component of the individual sewage disposal system, which must be properly marked and located at specified distances.
- Location of the clean-out and the septic tank. Show distance from the house.
- The distance to city sewers. If there are none, the plot plan must so indicate.
- The scale to which the plan is drawn, such as 1 inch = 1 foot.
- The number of bedrooms in the single-family dwelling.
- The capacity and type of the septic tank.
- The maximum slope across the absorption system area (in two directions).
- The dimensions of the lot and *lot lines*.
- The depth, length, width and spacing of any absorption trenches.
- The location of the water supply lines, building sewer lines, and other underground utilities.
- The location of the structures (existing or proposed), paved areas, driveways, trees, patios and large animal habitation.
- The location of the source of water to be used by the individual sewage disposal system, including, without limitation, a well or other source approved by the administrative authority.
- The location of the reserve absorption area, which must be of a size not less than the size of the primary absorption area.
- Soil characteristics, depth to water table and bedrock, percolation test results and design specifications must accompany the plot plan.

2. Abandonment of an Individual Sewage Disposal System — Site plan should include:

Note: The Uniform Plumbing Code 722.5 states that disposal facilities must be abandoned within thirty (30) days from the time of connection to public sewer or other means of disposal.

- The name, address and current phone number of the applicant.
- The title and date of the plan and the signature of the owner or his representative.
- The legal description of the property, including the lot and block number, township, range, section and assessor's parcel number.
- The applicant must attach any applicable conditions imposed upon the property by the Health authority as a result of a variance, parcel map or subdivision map.
- A vicinity map of the area that shows the location of the roads and streets.
- The direction of North clearly indicated.
- A diagram to scale of the location of the septic tank. The location shall be established relative to the building to be served. Distances to the septic tank shall be shown to the closest property lines.
- Location of any existing well.
- The scale to which the plan is drawn, such as 1 inch = 1 foot.
- A diagram of the lot dimensions and total lot area.
- A diagram of all structures on site.

Note: NAC 444.818.9 A septic tank that is no longer in use may be pumped, removed and disposed of. A septic tank that is no longer in use and is to be abandoned in place must be filled with dirt or sand after being pumped. An excavation site created by the removal of a septic tank must be backfilled with suitable material that is compatible to the intended future use of the site.

3. Remodel, Addition or Repair to an Individual Sewage Disposal System — Site plan should include:

- Everything listed under #1 in "New Residence."
- Most importantly:
 - The location of the reserve absorption area, which must be of a size not less than the size of the primary absorption area.
- Note: A percolation test may be required for a remodel or addition if a modification to the individual sewage disposal system is needed to accommodate a remodel or addition.
- The applicant must submit a copy of the permitted or certificated water rights or a letter of approval from the State of Nevada Department of Water Resources if an on-site water well is to serve more than one dwelling or is to be used commercially.



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Plan Review Application For Individual Sewage Disposal Systems

NEW ____ REPAIR ____ ABANDONMENT ____ OTHER ____

PARCEL # _____ PERMIT # _____

NAME _____ PHONE # _____

MAILING ADDRESS _____

ADDRESS OF PARCEL _____

SUBDIVISION _____ CROSS STREET _____

CONTRACTOR'S NAME _____ PHONE # _____

ACREAGE _____ NUMBER OF BEDROOMS _____

TYPE OF HOME: MOBILE ____ SINGLE-FAMILY ____ COMMERCIAL ____ OTHER ____

WATER SUPPLY: WELL ____ COMMUNITY ____

DISTANCE TO NEAREST: SEWER MAIN _____ (FT); WATER MAIN _____ (FT)

SEPTIC TANK SUPPLIER _____ SEPTIC TANK SIZE _____

DISPOSAL FIELD SPECIFICATIONS:

TOTAL TRENCH LENGTH _____ # OF LINES _____ [(1) _____ (2) _____ (3) _____]

DEPTH TO WATER TABLE _____ (FT) MAXIMUM SLOPE ACROSS FIELD _____

PERCOLATION TEST PERFORMED BY: _____

PERCOLATION TEST RESULTS WITNESSED BY: _____

RESULTS: PRIMARY - HOLE 1 _____ /min HOLE 2 _____ /min
RESERVE - HOLE 1 _____ /min HOLE 2 _____ /min

Note: Septic system permits are Temporary Permits to operate an individual sewage disposal system. The operating permit is valid until the sewage system fails or a community sewage system is installed to service the parcel per NAC 444.786 (1.)

Applicant's Signature _____ **Date** _____

Property Owner's Signature _____ **Date** _____