



# DEPARTMENT OF HEALTH

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SARATOGACOUNTYNY.GOV

6012 COUNTY FARM RD, BALLSTON SPA, NY 12020

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## Onsite Wastewater Treatment System Submittal Package

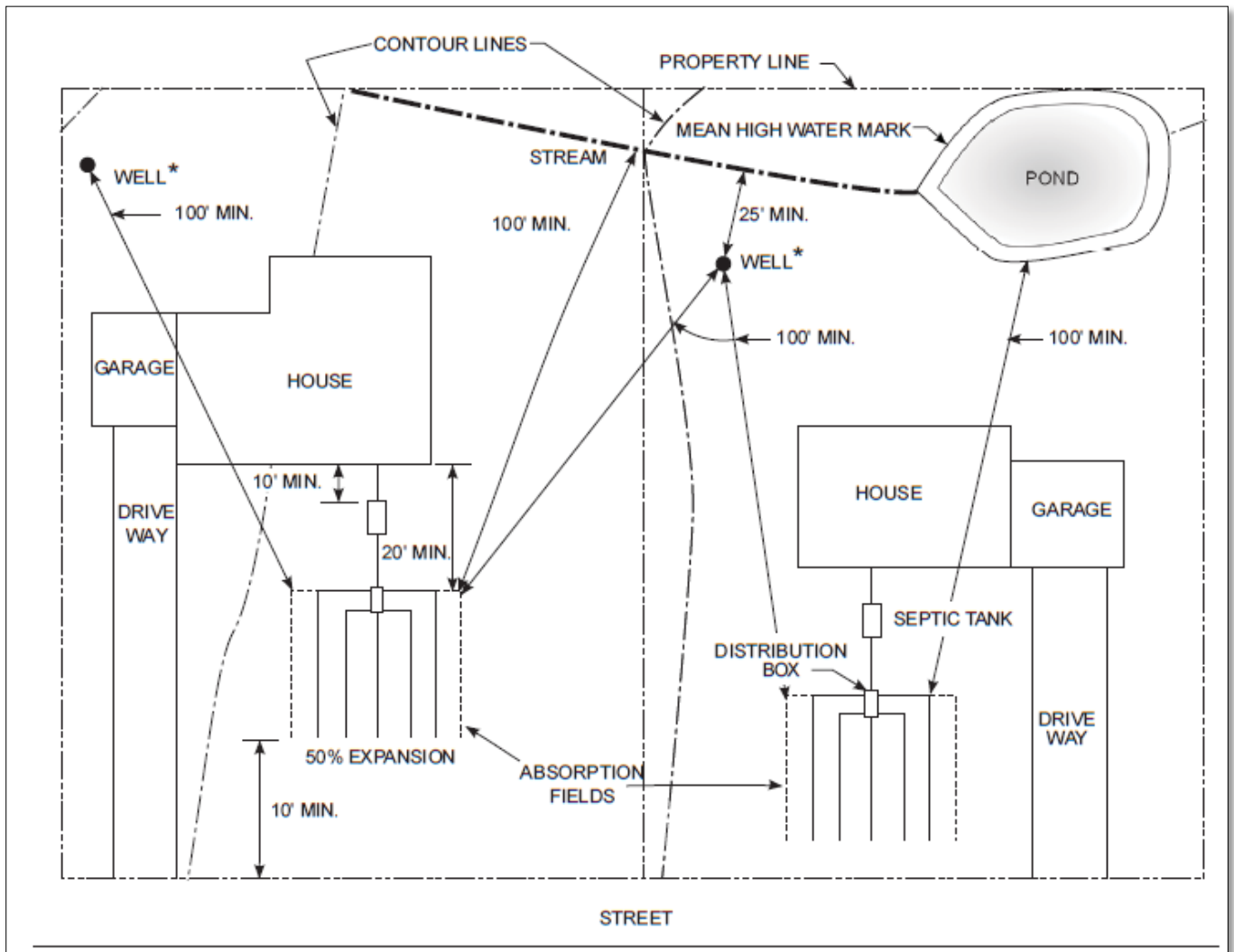
- OWTS Submittal Checklist
- Notice of Intent to Construct, Enlarge or Convert a Facility



# OWTS Submittal Checklist

Before submitting your application, make sure that you have included all available information on the septic system. Note that plans must be prepared by a licensed Professional Engineer (PE) or Registered Architect (RA).

- Site plan of the property showing the septic and well locations (see example below)
- Septic system details which may include
  - Septic system plans including associated details and notes
  - Last inspection report including percolation test results and deep hole test results. New tests may be required if the most previous inspection was completed more than 2 years prior. Please include the test results on the plan sets, if able.
  - Tank size
  - Grease trap size
  - Leach field size or seepage pit size, type and layout.
- Proposed use of the facility and capacity (i.e. restaurant with 25 seats, motel with 15 units).
- Plan Review Fee (\$50)





# Notice of Intent to Construct, Enlarge or Convert a Facility

Please read instructions on back before completing form.

Proposed facility name: \_\_\_\_\_

If existing, current facility name: \_\_\_\_\_

- The property will be used as:
- |   |   |
|---|---|
| <input type="checkbox"/> Food service establishment | <input type="checkbox"/> Agricultural fairground    |
| <input type="checkbox"/> Temporary residence        | <input type="checkbox"/> Migrant farmworker housing |
| <input type="checkbox"/> Children's camp            | <input type="checkbox"/> Mobile home park           |
| <input type="checkbox"/> Campground                 | <input type="checkbox"/> Swimming pool              |
| <input type="checkbox"/> Mass gathering             | <input type="checkbox"/> Bathing beach              |

County:	Town, Village or City:
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New       Renovation       Conversion

Are plans attached?       Yes       No

Detailed location (e.g., road, street, building number, distance from well-known point):

Name of owner:	Address:	Phone: (    )
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Name of operator:	Address:	Phone: (    )
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It is proposed to (describe in detail; use additional sheets if necessary):

The following permits or approvals for the proposed construction, enlargement or conversion have been applied for or received:

Name of local code enforcement officer for facility location:	Address:	Phone: (    )
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title:       Owner       Operator       Other, specify \_\_\_\_\_

Mailing Address:	Phone: (    )
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## Instructions for completing form

The following facilities are regulated by the State Sanitary Code and require a permit from the local health department to operate:

- Swimming pools
- Temporary residences (hotels/motels, cabins or bungalow colonies)
- Migrant farm worker housing and other labor housing
- Farm worker housing
- Food service establishments
- Mass gatherings
- Bathing beaches
- Campgrounds
- Children's camps
- Mobile home parks
- Agricultural fairgrounds

The following changes, modifications or construction are required to be reported to the local health departments:

- a new building or facility is to be built;
- an existing building or facility is to be enlarged or remodeled;
- an existing property (that is not a regulated facility) is to be converted to a regulated facility, with or without remodeling;
- the addition to or modification of any system serving the facility (examples: water supply system, sewage treatment system or fire alarm and detection system);
- changes that will or may increase water consumption and/or the volume of sewage requiring treatment, or both. In reporting such changes, list the number, if any, of the new fixtures/facilities (examples: bedrooms, dining or seating capacities, toilet fixtures, lavatories, showers/bathtubs, dishwashing facilities, swimming pools, camping sites or mobile home sites).

For your information, the following are some additional PERMITS that may be required before you proceed:

- Construction Permit (Uniform Fire Prevention and Building Code);
- State Pollution Discharge Elimination System (SPDES) - Article 17 of the State Environmental Conservation Law, if applicable.

This form must be returned to the local health department having jurisdiction at least 30 days prior to the date of the proposed construction, enlargement or conversion or as otherwise required.

Plans or specifications may be required by the Permit-Issuing Official prior to commencement of any such construction, enlargement or conversion.