

Septic System Permit Application Requirements

Listed below are the minimum construction permit application requirements for properties served by on-site sewage disposal systems (septic) as per the Washoe County District Board of Health Regulations Governing Sewage, Wastewater, and Sanitation (SWS). **If the required items are not included on the plan, a plan revision and re-submittal will be required, and the review process will be delayed.** Based on site conditions, additional items may be required during the plan review process. Septic Tank Abandonment, Septic Tank Replacement and Septic System Replacement (Repair) permit applications shall be submitted via our online permitting portal OneNV.us. All other submittals must be processed as part of a Building Permit application through the respective Building Department.

Plan submittals for additions of bedrooms to an existing home, new residential home construction, or septic system replacement/repairs shall include:

1. The name, address, and current phone number of the applicant.
2. The Assessor's parcel number of the property which is the subject of the permit.
3. A test trench inspection report issued by the Health District and, if required, percolation test results including a log of the test measurements signed and stamped by an engineer (**new septic systems only**).
4. A clearly legible, complete plot plan. The scale for properties under 10 acres shall be in the range of 1 inch = 10 feet to 1 inch = 40 feet. The scale for properties larger than 10 acres shall be in the range of 1 inch = 50 feet to 1 inch = 100 feet and shall include a detail of the residence and delineated septic system, well and/or water supply system in a scale range of 1 inch = 10 feet to 1 inch = 40 feet. The plot plan shall be drawn to scale and must include the following information:
 - a. The location of all existing and proposed buildings.
 - b. The location and dimensions of all existing and proposed on-site sewage disposal system components and an area delineated for a future replacement of disposal trench(es).
 - c. All water lines.
 - d. A vicinity map.
 - e. A North arrow.
 - f. The lot dimensions and total lot area.
 - g. The location of roadways, area subject to vehicular traffic, any and all easements, material storage or large animal habitation.
 - h. The location and distance to any private well within 100 feet of the subject property and any public well within 200 feet of the subject property. The locations shall be shown with dimensions to the closest property lines. If none, so indicate.
 - i. The location of any percolation hole(s) and test trench(es) on the property with dimensions to the two closest property lines.
 - j. The distance to any available public sewer system is within 400 feet of the property. If none, so indicate.
 - k. The existing and proposed ground contours of the on-site sewage disposal system area shown with 2-foot contour intervals.
 - l. The location and layout of all existing and proposed drainage improvements.
 - m. The location of any watercourse including lakes, ponds, streams, or irrigation ditches located on or within 100 feet of the property. If none, so indicate.
 - n. The boundaries of the Federal Emergency Management Agency (FEMA) 100-year flood plain on/ or within 100 feet of the property. If none, so indicate.

Plan submittals for expansions of the existing building footprint or construction of a new building with and without plumbing, shall include:

1. The name, address, and current phone number of the applicant.
2. The Assessor's parcel number of the property which is the subject of the permit.
3. A clearly legible, complete plot plan. The scale for properties under 10 acres shall be in the range of 1 inch = 10 feet to 1 inch = 40 feet. The scale for properties larger than 10 acres shall be in the range of 1 inch = 50 feet to 1 inch = 100 feet and shall include a detail of the residence and delineated septic system, well and/or water supply system in a scale range of 1 inch = 10 feet to 1 inch = 40 feet. The plot plan shall be drawn to scale and must include the following information:
 - a. The location of all existing and proposed buildings.
 - b. The location and dimensions of all existing and proposed on-site sewage disposal system components and an area delineated for a future replacement of disposal trench(es).
 - c. All water lines.
 - d. A vicinity map.
 - e. A North arrow.
 - f. The lot dimensions and total lot area.
 - g. The location of roadways, area subject to vehicular traffic, any and all easements, material storage or large animal habitation.
 - h. Any additional information that may be required by Northern Nevada Public Health (NNPH) to ensure that the construction will not impact the property's ability to properly discharge sewage, either with existing system or for future repair area. This may include delineation of wells, water courses and/or drainages.

Permit applications for septic tank abandonments or septic tank replacements shall be submitted via our online permitting portal [OneNV.us](https://www.onenv.us). A clearly legible, complete plot plan is required for these permit applications and shall include:

1. The name, address, and current phone number of the applicant.
2. The Assessor's parcel number of the property which is the subject of the permit.
3. The location of all buildings, septic system components, wells, water lines, a North arrow, and a vicinity map.
4. One of the following abandonment or disposal plans:
 - A. Pump tank and crush in place: The tank must be pumped out and rendered inoperable by collapsing the top of the tank and at least one side and then backfilling. A pump receipt is required, and NNPH staff must observe the crushed tank prior to backfilling.
 - B. Pump tank and fill with concrete slurry: The tank must be pumped out and rendered inoperable by filling it with concrete slurry. A pump receipt is required, and NNPH staff must observe the concrete being poured/pumped into the tank.
 - C. Pump and remove tank: The tank can be completely pumped out and then removed and transported to a landfill or other approved disposal site. A pump and disposal receipt are required, and NNPH staff must observe the tank removal.

If you have any questions regarding these requirements, please contact Environmental Health Services at 775-328-2434 or via email at healthes@nnph.org.