

Submit an OSS Application Online

How to Guidance



How do I create an OSS application?

1. Go to <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. [Create an account](#) if you don't have one.
3. Log into your [Accela account](#).
4. Click on **Create**, then **Create an Application**.

Logged in as: Laurel L. Jellison Collections (0) Cart (0) Account Management Logout

Welcome Laurel L. Jellison
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
[Search for a Restaurant Inspection](#)

Environmental Health
[Create an Application](#)
[Search Applications](#)

Cart (0)
Your cart is empty.

5. Select the application from the list:
 - a. Click on the pointer next to each group to expand the list.
 - b. Or, search by an application name.

Select a Record Type

Choose one of the following available record type contact us.

▶ Drinking Water

▼ Onsite Sewage

☒ OnSite Sewage Application

☐ OnSite Sewage Verification

☐ OSS Decommissioning

☐ Platting

☐ Report of System Status Application

☐ Variance/Waiver

▶ PIN

▶ Food Schools Pools

▶ Permit

▶ Change of Ownership

▶ Other Applications

▶ Complaint

6. Click **Continue Application**.

Submit an OSS Application Online

How to Guidance



7. Property Location:

- a. Enter either an address house number and street **or** parcel number to search by, then click **Search**.

OnSite Sewage Application

1 Contact Information	2 Septic System Information	3 Attachments	4 Review	5 Pay Fees	6
-----------------------	-----------------------------	---------------	----------	------------	---

Step 1: Contact Information > Address Information

Enter the Street No and Street Name or the primary Parcel number, then click Search.

* indicates a required field.

Property Location

*Street No.: 	Direction: --Select--	*Street Name: 	Street Type: --Select--
Suffix Dir: --Select--	City: 	Zip: 	
Search		Clear	

Parcel

*Parcel Number:

Search **Clear**

- b. The property address, parcel number, and owner information will populate.
- If there are multiple addresses that meet your search, just click on the bubble next to the address you want to select then click **Select**.

Address Search Result List

Addresses

Showing 1-10 of 32

	Address	City	State	Zip
☒	15502 100TH AVE E South Hill WA 98375	South Hill	WA	98375
☐	15502 106TH ST E South Hill WA 98374	South Hill	WA	98374
☐	15502 110TH AVE E South Hill WA 98374	South Hill	WA	98374

Submit an OSS Application Online

How to Guidance



- c. The Associated parcel information will display. Choose **Select**.

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
☒ 3870200100			

Associated Owners

Showing 1-1 of 1

Name	Address
☒ RASMUSSEN RICKY & MARY BETH TTEE	15502 100TH AVE E 15502 100TH AVE E 15502 100TH AVE E PUYALLUP, WA 98375-6609

Select

Cancel

- d. The address, parcel and owner information will populate. Click **Continue Application**.

OnSite Sewage Application

1 Contact Information	2 Septic System Information	3 Attachments	4 Review	5 Pay Fees	6
-----------------------	-----------------------------	---------------	----------	------------	---

Step 1: Contact Information > Address Information

Enter the Street No and Street Name or the primary Parcel number, then click Search.

* indicates a required field.

Property Location

*Street No.: 15502	Direction: --Select--	*Street Name: 62ND	Street Type: AVE
Suffix Dir: E	City: South Hill	Zip: 98375	

Search

Clear

Parcel

*Parcel Number:
4015421510

Search

Clear

Owner

Owner Name:
ENGLUND MARGARET & BRIGGS ANNE

Search

Clear

Save and resume later

Continue Application »

Submit an OSS Application Online

How to Guidance



8. Contacts – An **Applicant** is required.

- a. If the applicant is the person submitting the application for the property owner, follow these steps. If not, go to the next section.
 - Click on the **Select from Account** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
	Applicant	1

Select from Account

Add New

- Click in the bubble next to the appropriate person and click on Continue.

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

	Category	Type	Name
☐	Associated Contact	Individual	Brad Costello
☐	Associated License	Designer	BRAD'S DESIGN Brad Costello Designer 123456789
☒	Associated Owner		ENGLUND MARGARET & BRIGGS ANNETTE

Continue

Discard Changes

Submit an OSS Application Online

How to Guidance



- Select Applicant from the drop-down list and click on **Continue**.

Select Contact from Account

ENGLUND MARGARET & BRIGGS ANNETTE

* Type:

Select contact addresses for this contact to attach to the record.
Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

Continue Discard Changes

- Fill in the required Contact Information fields on the next screen, click **Continue**.

Contact Information

* First: * Last:

Name of Business: * E-mail:

Address Line 1:

City: State:

Zip: Country:

Home Phone: Work Phone: Mobile Phone:

Fax:

Submit an OSS Application Online

How to Guidance



- b. If the Applicant is not the Property Owner or the person submitting the application, follow these instructions.

- Click on the **Add New** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
 Applicant	1

Select from Account

Add New

- Select Applicant from the drop-down list and click **Continue**.

Select Contact Type

×

* Type:

Applicant

Continue

Discard Changes

- Fill in the required Contact Information fields and click Continue.

Contact Information

* First:

* Last:

Name of Business:

* E-mail:

Address Line 1:

City:

State:

--Select--

Zip:

Country:

United States

Home Phone:

Work Phone:

Mobile Phone:

Fax:

Submit an OSS Application Online

How to Guidance



9. Licensed Professional – This field will automatically populate if the Licensed Professional is submitting the application. If you need add the licensed professional:
- Look Up – Click on the **Look Up** button.

Licensed Professional

To add a new licensed professional, click the Select from Account c
professional, click the Look Up button.

Select from Account

Look Up

- You can search by any of the fields on the Look Up screen.
Fill in the fields you want to search by and click **Look Up**.

Look Up License

License Type: Designer	State License Number: 	
First: Brad	Middle: 	Last: Costello
Name of Business: 		
Business License #: 		
Country: --Select--		
Address Line 1: 		
City: 		
State: 		
Zip: 		

- Select the Designer from the search list. If there is only one match the License Professional will automatically populate.

Submit an OSS Application Online

How to Guidance



- d. Confirm correct professional. Click on **Continue Application**.

OnSite Sewage Application

1 Contact Information	2 Septic System Information	3 Attachments	4 Review	5 Pay Fees	6
-----------------------	-----------------------------	---------------	----------	------------	---

Step 1: Contact Information > Contact Information

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✓ Applicant	1

Select from Account

Add New

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
ENGLUND MARGARET & BRIGGS ANNETTE	ENGLUND MARGARET & BRIGGS ANNETTE	Applicant			bcostello@tpchd.org	Edit Delete

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✓ Licensed professional added successfully.

Brad Costello

BRAD'S DESIGN

License Type: Designer

License Number: 123456789

Address:

Edit Remove

Save and resume later

Continue Application »

Submit an OSS Application Online

How to Guidance



10. Septic System Information

Fill in the application information.

- Only the Program Element is required. This is the type of application you are submitting.

If you are also submitting for an individual well, please select the type.

OnSite Sewage Application

1 Contact Information	2 Septic System Information	3 Attachments	4 Review	5 Pay Fees	6
-----------------------	-----------------------------	---------------	----------	------------	---

Step 2:Septic System Information>Septic System Information

* indicates a required field.

Program Information

Program Information

* Program Element:	--Select--
Additional Well Application?:	--Select--

- Complete the rest of the project and application information as appropriate.

Project Information

Project Information

Project/Plat Name:

Project Description:

spell check

Application Information

Application Information

Lot Size: Square Ft

Lot Number:

Subdivision Name or Plat Recording Number:

Commercial, if food establishment enter New or Existing:

- Click **Continue Application**.

Save and resume later	Continue Application »
---------------------------------------	--

Submit an OSS Application Online

How to Guidance

11. Attachments – The Design or Basic Site Plan is required.

Step 3: Attachments > Attachments

* indicates a required field.

Attachment

The maximum file size allowed is 2000 MB.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Design or Basic Site Plan

Name	Type	Size	Latest Update	Action
No records found.				

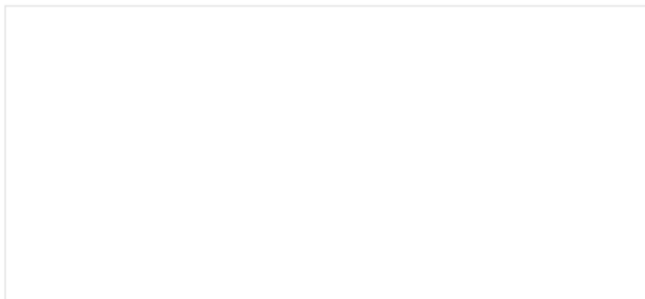
Add

- Click on **Add**.
- Click on the **Add** button to select the document(s) you want to upload.

File Upload

×

The maximum file size allowed is 2000 MB.



Continue

Add

Remove All

Can

Submit an OSS Application Online

How to Guidance



- c. Once you have selected the document you want to upload click on the **Continue** button.

- d. Select the **document type** from the drop-down list, then click **Save**.

- e. Click **Continue Application**.

Submit an OSS Application Online

How to Guidance



12. Review

- Review your application. Click on **Edit** next to any section that needs to be updated.

Step 4: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

OnSite Sewage Application

Property Location

Edit

15502 62ND, South Hill, 98375

Parcel

Edit

Parcel Number: 4015421510

Owner

Edit

ENGLUND MARGARET & BRIGGS ANNETTE

Contact List

Edit

Required Contact Type Minimum
✓ Applicant 1
Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
ENGLUND MARGARET & BRIGGS ANNETTE	ENGLUND MARGARET & BRIGGS ANNETTE	Applicant			bcostello@tpchd.org	Edit

- Scroll down to the bottom of the page. Read the certification. **Check the box** next to 'By checking this box, I agree to the above certification.' Then click **Continue Application**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

Submit an OSS Application Online

How to Guidance



13. Pay Fees

a. Pay Later

Set the Quantity to 0 (zero) and click the Recalculate button.

Click on **Check Out**.

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Design - Single Family Residential	0	\$0.00

TOTAL FEES: \$0.00

Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Check Out »

This will submit your application without payment. **Go to step 14.**

b. Pay Now

Leave the units set to 1 (one) then click **Check Out**.

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Design - Single Family Residential	1	\$978.00

TOTAL FEES: \$978.00

Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Check Out »

Submit an OSS Application Online

How to Guidance



c. Checking out – You can do one of the following options.

- Checkout – Will take you through payment processing.
- Edit Cart –Allows you to remove applications from your shopping cart, if there is more than one.
- Continue Shopping – Takes you back to the Home screen.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

15502 62ND South Hill 98375

1 Application(s) | \$978.00

▶ OnSite Sewage Application
25TMP-000067

Total due: \$978.00

Total amount to be paid: \$978.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

d. Choose your **method of payment**, Choose **Submit Payment**.



Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* Indicates a required field.

Payment Options

Amount to be charged: \$460.00

- ☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

e. Complete payment information. Click **Submit Payment**.

Order Summary

PO Number 7371 Total \$ 230.00

☒ Credit Card

☐ Bank Account (USA Only)

Card Number *
▲ 1234 5678 9012 3456

Exp. Date *

Card Code

Billing Address

First name

Jamie

Billing Country

USA

Street Address

State

Email

jtitus@_tpchd.org

Last name

Titus

Zip

City

Phone Number

☐ Shipping Address different than Billing Address

Submit Payment

Cancel

Submit an OSS Application Online

How to Guidance



- f. Below shows your payment has been processed. Select **Click to Complete** to submit you

TACOMA-PIERCE COUNTY
HEALTH DEPARTMENT
Tue Jul 29 2025 4:47:47 PM

[Click to Complete](#)

Thank you for your payment.
\$ 230.00

[Hide Details](#)

Total \$ 230.00

Shipping Information	Billing Information
100 main st san ramon ca 94583	100 main st san ramon ca 94583 5591112222
Paid By Visa XXXX1111 Authorization Code: M3WS1X Transaction ID: 80042994480	PO Number: 7341

14. Once your application is submitted you will be taken to the Receipt/Record issuance page. This will have your application ID.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

15502 62ND South Hill 98375

OSS2025-00014

[Copy Record](#)