

Public Sewer Verification

If your facility or commissary is connected to a **public sewer system**, submit one of the documents below with your plan review application. You must provide proof of an approved public sewer connection before we can accept your plan review application.

- ☐ A copy of a sewer bill showing the site address.
- ☐ A copy of a paid application to connect to public sewer.

Facility name _____

Applicant name _____

Facility address _____

Email _____

Parcel number _____

Phone _____

☐ New facility. ☐ Changes to existing approved facility.

Proposal description _____

If your facility or commissary is connected to **an onsite septic system**, skip this section and complete the Onsite Septic System Verification on the next page.

Onsite Septic System Verification

If your facility or commissary is connected to an **Onsite Septic System**, please review the directions below carefully.

Proposals that meet any of the conditions below will need to submit a Remodel Commercial Application.

- Building a new structure or expanding the footprint/square feet of the existing structure.
- Change in the use of the existing septic system from residential use to commercial business use.
- Proposing a NEW facility (plan review), commissary, school, etc., at a location not previously approved for these services.
- Increase in number of customer seats, employees, students, campers, or people being served, etc.
- Changes that increase the wastewater strength or flow (as determined by an onsite septic tech reviewer).

Steps to submitting a Remodel Commercial Application:

1. Hire a licensed septic system designer or professional engineer to discuss your proposed plan. They will work with you to submit a Remodel Commercial Application, fee and one of the two listed below:
 - a. A proposed site plan to build or expand any structures and a wastewater strength and flow analysis; or
 - b. A wastewater strength and flow analysis to determine if your proposal will stay within the capacity limitations of the existing septic system.
2. For existing septic systems, you must also have a current Operation and Maintenance (O&M) septic inspection that is less than 1 year old. Any septic deficiencies must be corrected for application approval.

For a list of septic system designers and engineers visit tpchd.org/designers. For a list of septic service companies, visit tpchd.org/septicservicecompanies.

After your septic designer submits the application with your site plan or analysis, you can check the status of your application at eco.tpchd.org/#/pa2/search

If none of the above applies to your proposal, or if unsure, please fill out the Onsite Septic System Verification form on the following page. A fee is required to process the verification.

Onsite Septic System Verification

If your facility or commissary is connected to an **onsite septic system**, complete this form. A plan review application cannot be accepted without review and approval of the onsite septic system. **Incomplete applications** will be placed on hold until we receive all the information below. Send this form and all attachments to EHsepticssystems@tpchd.org. A fee of \$240 is required to process this application.

VALIDATION

Proposed use (Check all that apply):

- ☐ New facility (permit/plan review).
☐ Changes to existing approved facility (permit/plan review).

Examples of changes: equipment, menu items, number of seats or people served, etc.

- ☐ New Commissary – Please provide a list of each facility (business name) using your site as a commissary.

Facility type:

- ☐ Food Establishment (check if ☐ Mobile Food Unit) ☐ Pool ☐ School ☐ Camp

Facility (business name) _____

Facility (Commissary) address _____ Parcel number _____

Applicant name _____ Phone _____

Applicant's email _____

Describe your proposal. Identify specific changes (equipment, menu, number of seats/people served, etc.). _____

Complete questions below.

For existing approved facilities, provide the proposed and previously approved items below.

Is seating available to customers? ☐ Yes ☐ No ☐ N/A If yes, proposed maximum number of seats. _____

Previous number of seats approved. _____ Are public restrooms available? ☐ Yes ☐ No ☐ N/A

How many employees will you have? _____ Previous number of employees approved. _____

Number of people served (students, campers, pools, etc.). _____ Previous number of people served. _____

Provide copies of: ☐ Menus ☐ Floor Plan ☐ Equipment used ☐ Days of operation ☐ List of all facilities (business names) using this commissary.

Our goal is to review your proposal within ten business days of receiving a **complete** application. After the initial review, you may be approved or required to submit an Onsite Sewage Remodel Commercial application for further evaluation.

ON Record _____

HEALTH DEPARTMENT USE ONLY

☐ Approved: Existing septic system is adequate for proposal. ☐ Remodel Commercial application required. ☐ Unapproved (Denied)

Comment _____

Signature _____

Date _____

Phone _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.