Guidance for Unpermitted Septic Connections

If you have additional structures connected to a septic system without a permit, we can’t issue a Report of System Status (RSS). You will need to meet Health Department regulations before we can issue the RSS.

Examples:

- Structure with living space, bedroom(s), kitchen, and bathroom. This includes studio apartments. We consider these structures accessory dwelling units.
- Structure with bedroom(s) and bathroom but without kitchen.
- Structure with additional living space like an entertainment room with bathroom.
- Garage/shop with bathroom.
- RV connection.

**Option 1. Get a permit for the structure.**

This is our preferred option. You can submit an application to the Health Department. The application type depends on the type of structure connected to the septic system, see Development Activities for Existing Systems for more information. The list below covers the most common examples. If you don’t have a building permit, also contact the respective building authority for permitting.

1. Accessory dwelling unit and structures with bedroom(s), bath(s), but without kitchen. These structures can generate additional wastewater flows.
   a. Contact a septic designer or engineer to submit a remodel application with design. (See number 8 in Development Activities for Existing Systems).
2. Structure with additional living space, garage/shop with bathroom, RV connection. (See number 4 in Development Activities for Existing Systems). These structures typically don’t generate additional wastewater flows.
   a. Have a certified septic company locate the additional sewage lines connecting the structure to the septic system.
   b. Submit a remodel application (office review) or have a certified septic service company or septic designer or engineer submit the application.
   c. If the reserve area was impacted, submit a remodel application with field visit to establish a new reserve area.

**Option 2. Convert the structure into dry storage.**

This is for structures not shown on our records or they are shown on our records but without any connections to the septic system.

1. Remove all plumbing and disconnect the structure from the septic system and water supply.
   a. Remove all plumbing fixtures (sinks, showers, toilets, faucets, bathtubs, etc.).
   b. Cap water supply outside the building.
   c. Cap sewage line outside of building and remove a section (at least 1 ft) of sewage line. You must cap the line going to the tank.
2. Contact the respective building authority if you don’t have a building permit.

Verify the work

1. Show us the inside plumbing work is complete with one of these options:
   a. Ask a septic service company to verify the work. The septic company will submit a report in OnlineRME (preferred option).
   b. Submit receipts from the plumbing company. The receipt must list which fixtures they removed and confirm they removed all fixtures.
   c. If you did the work, we may accept photos on a case-by-case basis or re-visit the site for a fee.

2. Show us the outside plumbing work is complete with one of these options:
   a. Ask a septic service company to do the work and submit a report in OnlineRME (preferred option).
   b. If you did the work, we may accept photos on a case-by-case base or re-visit the site for a fee.

Option 3. Convert the structure to its original state.

This is for structures in our records that show a connection to the septic system but were not approved to generate wastewater flows. Usually, we approved those structures as garages or shops with a bathroom.

You need to turn your current structure (e.g. accessory dwelling unit, studio apartment, or guesthouse with bedrooms) back to its original, approved state. Use existing Health Department and building department records as guide to determine what use we approved the building for.

In most cases this will mean the structure:

- Can have a sink and/or full bath.
- Cannot have a provision for cooking and eating, nor any bedrooms.

We will note in the RSS report that:

- The structure does not have any housing accommodations.
- Any future additions of housing accommodations require a Health Department permit.