Additional Fee Procedure

Resubmittal, Redesign, Reinspection, and Renewal

We try to approve applications upon initial review. Some projects can change scope, or we receive incomplete submittals. These events cause additional reviews that incur added costs. This procedure outlines when we may require additional fees. See fee schedule for current fees.

On-site sewage review

Resubmittal fees

• Supplemental or revised documents
  o The first resubmittal in response to a revision request, including system change in response to soil disagreement and critical areas, don’t require a resubmittal fee. Each subsequent submittal requires a resubmittal fee.
  o The following are common examples that are exempt from the first free resubmittal:
    ▪ Site condition changes that impact the proposal that occur after designer’s site visit.
      • Example: significant cut/fill in drainfield area.
    ▪ A change in system distribution, treatment level, or location in response to critical area requirements. These changes will require a redesign application with fee.
      • Example: change in location required based on wetland delineation.
    ▪ Designs that are not supported by observations provided by the designer. We require a redesign application with fee when a change in system type or location is required in response.
      • Example: soils provided by designer don’t support proposal.
  
• We don’t consider Operation and Maintenance inspections as resubmittals and they don’t require resubmittal fees.

• Record Drawing resubmittals
  o Resubmittals at record drawing are subject to resubmittal fees after the first resubmittal.
  
• Submit all documents in one package to reduce subsequent resubmittal fees.

Redesign applications and fees

We require a redesign application with fee with any changes to the design. Changes may include:

• Variation in distribution method.
• Treatment level.
• Design flow.
• Tank size.
• Tank and drainfield location that impacts horizontal separation, etc.

Reinspection fees*

• We require reinspection fees for every site visit that is not part of the typical inspection process (one site visit during design phase and one final inspection).
• We require reinspection fees for secondary final inspections, including partial installations.
• We don’t require reinspection fees for additional site visits performed by Health Department staff at the request of the reviewer. This section does not apply to second opinions.

Effective: July 1, 2024

* Only one reinspection fee will be assessed across both applications when designer requests concurrent resinspections for both Individual Well and On-Site.
**Additional Fee Procedure**

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**Renewal fees**
- **Design**
  - We require renewal fees when the design is more than 3 years but less than 5 years old.
  - When a design is more than 5 years old, you must submit a new design application meet current requirements.

- **Installation**
  - Installation must occur with an active permit. Installation permits on designs expire 3 years after we receive the application.
  - You may submit a renewal application with fee to allow an additional 2 years on a new installation permit (not to exceed 5 years from the original application received date). Installation may not take place until we approve the renewed design and release a new installation permit.
  - When installation does not occur during the permit life span (up to 5 years from original received date), we require a new design application with fee that meets current standards.

- **Record Drawing**
  - You must submit Record Drawings to an active (not expired) application. See below for requirements when an application has expired after installation.
    - Application is more than 3 years old but less than 5 years old:
      - We require a renewal application to process the record drawing.
    - Application is more than 5 years old and the installation was called in for final:
      - We require a renewal application to process the record drawing.
    - Application is more than 5 years old and the installation was not called in for final:
      - We require a new design application.
  - When we received a record drawing before expiration but it is not approved:
    - We will accept resubmittals without a renewal application.
    - We will assess additional fees (hourly rate or resubmittal fees) for documents submitted more than 6 months after expiration date.

**Individual well review**

**Resubmittal fees**
- **Critical Area Sign Offs**
  - The first resubmittal is exempt from a resubmittal fee.

- **Additional Review**
  - **Siting**
    - We may require a resubmittal fee when documentation submitted changes or corrects the well site.
  - **Construction**
    - The first resubmittal is exempt from a resubmittal fee. We may reassess resubmittal fees on applications if you don’t submit all requirements (water quality, water quantity, well log, permit conditions, etc.) on well approval letter at one time

*Effective: July 1, 2024*

*Only one reinspection fee will be assessed across both applications when designer requests concurrent reinspections for both Individual Well and On-Site.*
Additional Fee Procedure
Resubmittal, Redesign, Reinspection, and Renewal

- Individual Well Remodel
  - We will allow one free resubmittal for water quality tests, revised site plans, etc. that are not submitted with original applications. Each additional submittal is subject to a resubmittal fee.
- Submit all documents in one package to reduce subsequent resubmittal fees.

Reinspection fees***

- We required reinspection fees will be when the proposed well has been relocated.
- We may assess reinspection fees when the well stake was placed incorrectly, missing, or access is not available to inspect the well site or existing well.
- We may apply a resubmittal fee instead of a reinspection fee when an additional inspection is not required (Health has requested photo or other documentation).

Drinking water review

Resubmittal fees
We will allow one additional submittal for Water Letters. We will assess resubmittal fees for each subsequent submittal.

Effective: July 1, 2024
* Only one reinspection fee will be assessed across both applications when designer requests concurrent resinspections for both Individual Well and On-Site.