Record of Septic System Locate

For an existing on-site sewage system (OSS) with no record of construction or permits

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

OSS type	Date of locate
Property address	**Parcel number**
Property owner name	**Property owner phone number**
Certified professional name	**Certified professional phone number**
Certified professional company name	**Check one**
	◯ O&M Specialist ◯ Installer ◯ Designer ◯ Other
Describe the method used to locate (e.g., camera-scoped, located each lateral end by digging, etc.)	

A septic professional needs to locate the system and draw a site plan.

A system locate helps estimate septic system capacity when:

- Expanding, replacing, or adding a residential or commercial structure served by an existing OSS.
- Changing the use of a structure served by an existing OSS (section 31, table 7).

We may also require a system locate as part of the Report of System Status (RSS) process.

Requirements for the drawing

- Must provide clear and accurate information about all septic components:
  - Tank(s) size, material, and number of compartments.
  - Pumps.
  - Transport line.
  - Drainfield location, length, and depth of each lateral and material used.
- Must meet Environmental Health Code Chapter 2 basic site plan requirements:
  - Existing and proposed property and easement lines, including line dimensions.
  - A bar scale and a north arrow on each page with scaled drawings.
    - Each page needs the parcel drawn in the same orientation, except the page of greater scale may vary from this requirement.
  - Named access street (both streets if the lot is on a corner).
  - Existing and proposed structures, including labels for use of each.
    - For each residence, the number of bedrooms existing and proposed.
  - All components of the OSS and soil test holes, if required, to support the development.
  - Water line(s) and any well(s) on the property or within 100 feet of the property.
    - For each well, show a 100-foot radius.
  - Surface water on or within 100 feet of the property.
  - Driveways, parking areas, patios, and decks.

OSS type	Date of locate
Property address	**Parcel number**
Certified professional company name	**Health Department reviewed locate drawing** Date _____ Reviewer _____