

Eastgate Environmental Health Services

14350 SE Eastgate Way
Bellevue, WA 98007-6458

206-477-8050 Fax 206-296-0946

TTY Relay: 711

www.kingcounty.gov/health



MEMORANDUM

March 16, 2020

TO: ON-SITE SEWAGE SYSTEM (OSS) DESIGNERS AND KING COUNTY CERTIFIED INSTALLERS, MAINTAINERS, AND LIQUID WASTE HAULERS/PUMPERS

FROM: Lynn Schneider and Meagan Jackson OSS Program Supervisors

RE: TEMPORARY CLOSURE OF THE ENVIRONMENTAL HEALTH OFFICE TO THE PUBLIC

To reduce person-to-person contact, effective Monday, March 16, the Environmental Health Services Division's in-person counter services at 401 Fifth Avenue in Seattle, WA (Chinook Building) and 14350 SE Eastgate Way in Bellevue, WA (Eastgate Public Health Center) will be suspended through the end of March. Please conduct business with us online during this time period. Options for submitting an "over-the-counter" repair proposal, tank abandonment form, record drawing, OSS Time of Sale Inspection Waiver form, site designs, and other applications are listed below.

Our staff are still available by phone Mondays, Wednesdays, and Fridays from 8:00 am to 3:00 pm, as well as Tuesdays and Thursdays from 10:30 am to 3:00 pm. If you are working with an inspector on a site specific issue, please email them directly. You are welcome to email or call Lynn Schneider for assistance at Lynn.Schneider@KingCounty.gov or (206) 477-2124.

Please call us at 206-477-8050 for further assistance.

- **Instructions for submitting over-the-counter:**

Email option: Send repair proposals or a photo of the completed yellow installation card to: ehossstub@kingcounty.gov

Subject line: Repair or Installation for "ADDRESS_PARCEL NUMBER"

CRITICAL: In the subject line, you **MUST** identify if it is a Repair or Installation, and the Address_Parcel Number. If you do not do this, it will be lost amongst all the stubout release emails.

Mail option: Mail the repair proposal or installation card to:

Environmental Health
14350 SE Eastgate Way
Bellevue, WA 98007

When the repair or installation is approved, the inspector will notify you via email. Then, proceed to payment options.

PAYMENT OPTIONS:

Check: Mail the stub-out release and a check to the above-listed address.

Credit Card: Email the stub-out release/repair notification to ehossstub@kingcounty.gov and a permit technician will call to retrieve the payment information – please include the name and phone number of the credit card owner.

When payment is received, a permit technician will email the permit to you.

- **Instructions for submitting paper copies of site designs, subdivisions, boundary line adjustments, tank abandonment forms, record drawings, installation permit, and any other application:**

During this time period, please mail the material, together with a check for the fee, to:
Environmental Health
14350 SE Eastgate Way
Bellevue, WA 98007

- **Email your OSS Time of Sale Inspection Waiver Form to:** mejackson@kingcounty.gov
- **Submit a site design application through the online portal:**
<https://www.kingcounty.gov/health/portal>
- **View your OSS Permit Status (site applications) here:**
<https://www.skccconnect.com/servlet/guest?service=1&enterprise=1>

Please note: **The Sanitarian of the Day** is not available to provide technical assistance in person during this time. Please call our Sanitarian of the Day at 206-477-8177, and they will return your call as soon as possible.

Please call or email us anytime with questions or suggestions for how to improve our services during this challenging time.

We appreciate your cooperation.