

**KING COUNTY SITE DEVELOPMENT PROCESS FLOW CHART
FOR PROJECTS SERVED BY ON-SITE SEWAGE SYSTEMS (OSS)**

1. Secure a Critical Areas Designation letter via the Department of Permitting and Environment (DPER) or other local building jurisdiction as applicable

2. A qualified Professional Engineer (P.E.) or state licensed OSS designer prepares a Site Design Application which is submitted to Public Health – Seattle & King County (PHSKC)

If Approved

3. Site application approved by the EHS. NOTE: The water supply must be approved prior to site application approval

4. Property owner applies for a building permit

5. Master Installer applies for on-site sewage system installation. NOTE: If a private water supply has been designated to serve the property, it must be constructed and tested for water quality and quantity prior to approval at step # 3

6. Designer conducts a stub-out (pre-installation) inspection and transmits written stub-out release to PHSKC

7. PHSKC issues installation permit

8. Installer installs system (except backfill and cover) and notifies designer

9. Designer makes a final inspection (including pressure test, etc.)

10. Designer notifies PHSKC that system is ready for the inspection

11. EHS inspects the on-site sewage system. If installation complies with design, PHSKC approves the permit (“ok to cover”)

12. Installer backfills system, applies final cover, and notifies designer in writing

13. Designer conducts final cover inspection

14. Designer submits Record Drawing to PHSKC office

15. EHS reviews as-built plan. The Record Drawing is approved if found in compliance

16. Final occupancy for the building is reviewed by the building official
(NO OCCUPANCY OF BUILDING PRIOR TO STEP # 16)

If NOT Approved

A written disapproval letter is provided to the designer/ PE and the applicant specifying the reason(s) for denial including their right to appeal