

**Public Health – Seattle & King County**

**Application for Health Department Approval of Proposed Building Project**

For houses or structures served by an on-site sewage (septic) system (OSS)

Office Address – 14350 SE Eastgate Way, Bellevue, WA 98007

(206) 477-8050 Fax: (206) 296-9792

See Website for Current Fee

Health Department Use Only

Record I.D. Number

ON \_\_\_\_\_

**\*STOP here before completing the application and call 206-477-8177 first if you plan to ADD A BEDROOM!**

If you are not adding a bedroom, proceed with the application (page 1) and the checklist (page 2).

Application and all support documents must be submitted either by

- mail (include check for fee) or
- email as a .pdf to [EHOSSInformation@kingcounty.gov](mailto:EHOSSInformation@kingcounty.gov) (include a phone number to call for credit card payment).

**Property Information**

Address of Property \_\_\_\_\_ Parcel No (APN): 

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City \_\_\_\_\_ Zip code \_\_\_\_\_

***Note: Indicate below if access to property is a problem due to locked fencing, guard dogs, etc.***

Applicant's Name \_\_\_\_\_ Day Phone ( ) \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Applicant's Email Address \_\_\_\_\_

Owner's Name \_\_\_\_\_ Day Phone ( ) \_\_\_\_\_  
Owner's Email Address \_\_\_\_\_

Age of House _____	Distance to nearest public sewer _____	Is property in an incorporated city? <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Square footage of house _____	Number of existing bedrooms _____	
Square footage to be added _____	Number of bedrooms being added _____	

Description of proposed changes \_\_\_\_\_

Type of On-Site Sewage System Serving Property: \_\_\_\_\_

Additions or repairs to sewage system (give dates and describe briefly) \_\_\_\_\_

Describe or attach any drainfield easements, covenants or notices on title, which may impact the property

**Water Supply Information**

Name of Public Water System \_\_\_\_\_ State ID # \_\_\_\_\_  
(For Group B)

or  
Private (well, spring, etc.) attach copies of well log, well covenants, chemical/bacteriological sample reports.

**For Health Department Use Only**

Released Initials \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_  
 Disapproved \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_  
 Hold \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received

**CHECKLIST FOR HEALTH DEPARTMENT REVIEW OF APPLICATION FOR BUILDING PERMIT/CHANGE OF USE (For buildings not served by public sewer)**

The following checklist is a guide to assist the applicant in submitting a complete application. A properly prepared application must include this checklist below along with any additional details and specifications required by applicable provisions of the King County Board of Health – Title 13. *Note: For non-applicable items put NA in the “NO” column.*

<b>APPLICATION FORM</b>	Yes	No
Application indicates that public sewer service is not available within 200 feet of the subject property.		
The Application for Health Department Approval of Building Permit form is complete; <b><i>Data on all copies must is legible.</i></b>		
Application is accompanied by the appropriate fee (or phone number to call for credit card payment).		
Detailed reference maps for locating the property are provided (vicinity, location and routing to site).		
There is access for field inspection by health department or the application indicates if the owner needs to be present due to access issues (e.g. guard dog, locked gate, etc.).		
Application is properly collated		
<b>FLOOR PLANS</b>	Yes	No
A copy of the current floor plan is provided/attached (11" x 17" or smaller)		
A copy of the proposed floor plan is provided/attached (11" x 17" or smaller)		
<b>HEALTH DEPARTMENT SEPTIC AS-BUILT RECORDS</b>	Yes	No
A copy of an approved as-built diagram is provided/attached (Available at <a href="http://www.kingcounty.gov/asbuilt">www.kingcounty.gov/asbuilt</a> )		
A copy of an approved as-built diagram is provided/attached showing the proposed construction/addition/alterations		
<b>PLOT PLANS (Typically already on As-Built Record)</b>	Yes	No
A 1"=20' scale <b>or</b> 1"= 30' scale is used and the parcel plot plan is 11" x 17" or smaller.		
Entries on the plot plan are legible		
A North arrow is indicated on the plan		
Property and easement lines are shown, (specific lengths are indicated)		
Direction(s) of surface drainage is/are shown		
The plans show all existing structures present on the site, including all out buildings		
Plan shows the location of existing wastewater tank(s) – (e.g. septic tanks, pre-treatment tanks, dosing/pump tanks, containment vessels)		
Plan shows (if present) the location of existing sand filter(s)		
Location of the primary sewage disposal area (e.g. drainfield, mound, up-flow sand filter) is shown		
Location of the designated reserve sewage disposal area is shown		
Location of other septic components are shown (e.g. tightlines, d-box, pressure lines)		
<b><i>Existing Horizontal Separations (e.g. the proposed addition setback to sewage system components)</i></b>		
The above scaled plot plan depicts the accurate location(s) of all of the following:		
driveways and parking areas		
wells, other water sources – show a 100' radius for each well location		
abandoned wells		
water supply lines		
drainage features (e.g. footing drains, curtain drains, drainage ditches)		
cuts, banks, areas of filled terrain		
retaining walls		
surface water, streams, bodies of water		
seasonal water		
<b>OTHER RELATED DOCUMENTS</b>	Yes	No
If applicable/existing, other recorded documents relating to the sewage system and water supply are referenced.		