Septic Permit Plan Guideline

An application package for a Septic Permit to serve a new building or dwelling must include (1) a completed application, (2) two copies of a scaled engineered plan and (3) appropriate fee. For clarification of any conditions or requirements described in this guideline, please contact the DPS Well and Septic Section at (240) 777-0311.

Prior to consideration for Well and Septic approval of a building permit for a new residential or non-residential building:

1) The property must already have an approved water supply. This includes either service confirmation from WSSC, or a drilled water well with well completion report already submitted to the Well and Septic office.
2) An application must be made for the septic system permit for the property and the permit must be issued.

Plan Requirements

The engineered plan must be to scale (1:20 to 1:100 scale range, all standard scales are acceptable) and include the following:

- Property lines and legal dimensions
- Vicinity map
- Professional certification and seal
- Topography at 2 foot intervals. Field run 2-foot topo may be required under specific conditions
- Standard Septic System Design Chart (contact Well & Septic staff member for example)
- Approved septic reserve area
- 20’ SBRL (Septic Building Restriction Line) or 25’ SBRL for sand mounds
- Locations and results of all existing water table tests and all percolation or sand mound test locations (passed and failed).
- Existing well and replacement well sites or public water connection
- Locations of all existing structures, proposed improvements, utilities, right-of-ways, easements, etc.
- Locations of existing wells and/or septic systems on the property and within 100 feet of the property lines
Locations of surface water within 100’ of the property

For further commercial septic system requirements, please refer to the document titled *Commercial and Large System Design*

Proposed septic system information:
- all systems designed with more than one trench shall utilize a distribution box. Serial distribution shall be avoided whenever possible
- trenches or mound to be installed in the highest part of the septic area
- 40’ minimum trench length, 100’ maximum trench length
- proposed trenches shown on contour w/ 10’ separation on center
- proposed trench length(s) for the initial system or proposed initial sand mound location
- show sewer line between house and tank
- septic tank and pump tank location and capacity
- grade elevations at tank and top of tank (3’ max. cover on tank)
- proposed invert elevations: basement floor, SHC at house, in/out of tank(s) and distribution box, ground elevation and start of initial trench
- pump design data and specifications, if applicable
- sand mound design data and specifications, if applicable

Septic system and septic area setback requirements:
- 100 feet from all water supply wells
- 100 feet from all water bodies, including intermittent streams
- 25 feet from rock outcrops, centerline of drainage swales and slopes >25%
- 20 feet from a building foundation (15’ for the septic tank)
- 10 feet from a tennis court, swimming pool, detached garage, shed or retaining wall
- 10 feet from any utility line or utility easement
- 20 feet from public water house connections (or 10’ if sleeved)
- 5 feet from property lines and decks
- 5 feet from driveways for shallow systems.

Note requirements:
- All wells and septic systems within 100’ of the subject property have been shown on the plan
- Note stating the water and sewer categories for the property and if the property will utilize private and/or public water and sewage systems.
- Note stating the source of topography

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