



**DPS**

**Montgomery County  
Department of Permitting Services**

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## Septic Permit Plan Guideline

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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