

## **RALLS COUNTY HEALTH DEPARTMENT PROCEDURES TO OBTAIN A PERMIT FOR AN ON-SITE WASTEWATER TREATMENT SYSTEM**

**Please Note:** A permit is required for all new systems, regardless of lot size and for repair, replacement or upgrade of an existing system (includes septic tank, laterals, etc.)

**The Installer must ensure that a permit has been issued prior to beginning construction.**

**Notify the Ralls County Health Department between forty-eight (48) and four (4) hours prior to beginning installation of the system. Unless rain is imminent, do not backfill a system until it is inspected or authorization is received from the Ralls County Health Department.**

1. **Obtain an “Application Form for an On-Site Wastewater System Construction Permit”** from the Ralls County Health Department or from our website.
2. **Contact a Registered Soil Scientist** and request a soil morphology or “Soil test”. A list of Department of Health & Senior Services (DHSS) Registered Soil Scientist will be provided by the Health Department.
3. **Select a Registered Installer** from the list provided by the Health Department (installers are required by state law to be registered with DHSS).
4. **Complete the application form**, using the information from the Soil Scientist’s report. The application must include a sketch showing the proposed layout of the components of the system (with lengths of pipes and separation distances indicated) and showing property lines, structures, water lines, wells, house location, etc., with setback distances indicated for each of these (**see footnote #2**).
5. **Submit the completed application form with your signature and the signature of your installer** to the Ralls County Health Department for review and approval. **Note: The application form is not a permit (see footnote #1).**
6. **The permit fee is \$115.00**-checks are payable to the Ralls County Health Department. Upon receipt of the fee (if required) and approval of the application, a **“Ralls County On-Site Wastewater Treatment System Construction Permit”** will be issued. Construction of the system may not begin until the permit has been issued. **The Installer must ensure** that a permit has been issued prior to beginning construction. This includes setting a septic tank or holding tank (**see footnotes #1 and #2**).

**#1 This “Permit” is not the same as the Ralls County Planning and Zoning “Wastewater Permit”. See below for addresses and telephone numbers. Permit fees are waived for upgrades and repairs.**

**#2 The Health Department will assist with the application, if desired, and will arrange a visit to evaluate the site. Specifications and suggestions for the systems and components that would meet minimum requirements will be provided for conventional treatment systems. For non-conventional systems, submit plans designed and stamped by a Missouri Registered Engineer. Examples: LPP, Drip Irrigation, etc.**

**#3 If authorized to backfill and the system is covered before components are inspected, the installer will be required to provide written and signed certification that the system was constructed to comply with the approved permit application plans and/or applicable standards and regulations. If notification is not provided, the system will not be approved and the installer may be required to uncover the system for inspection.**

Planning and Zoning

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