

**INFORMATION REGARDING
REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS
FOR RESIDENTIAL AND COMMERCIAL/INSTITUTIONAL STRUCTURES**

If the property for which you are seeking a Building Permit uses a septic system for wastewater disposal, you must first obtain an approved Building Permit Clearance Form (as described below) from the Environmental Health Service (Room 312, in the County Building) before applying for the building permit. Building counter staff cannot accept your Building Permit application without the Environmental Health Service Clearance Form. If the property is served by a public sewer system, you do not need a Clearance Form. Unless you are a food facility, public pool, or a facility that handles hazardous materials. For those facilities, please contact EHS for further information.

INTRODUCTION

The information presented below generally describes the Environmental Health Service (EHS) requirements for parcels where the owner desires to obtain a building permit for the property. For specific requirements for a given parcel, please contact the EHS office. Residential and commercial/institutional projects are divided into two categories for the purposes of determining the EHS requirements:

- I. New construction on previously undeveloped sites (including any construction of second units or other new buildings served by an entirely new septic system).
- II. Additions, remodels, bedroom additions and complete building replacements (including disaster or fire rebuilds).

It is important to be aware that there are many rural properties where EHS requirements cannot be met, which will limit the scope and design of potential projects. It is highly recommended that sewage disposal and water supply feasibility be thoroughly researched and understood before funds are spent on building plans and other project expenses.

I. NEW DEVELOPMENT (RESIDENTIAL OR COMMERCIAL/INSTITUTIONAL)

- A. Sewage Disposal Requirements - If the structure will not be connected to a public sewer, an approved individual sewage disposal system (ISDS) permit must be obtained. (If a public sewer system will be used, separate approval must be obtained from the sewerage agency.) The process to obtain an ISDS involves design by a qualified consultant, possible winter water table testing and demonstration of adequate water supply.
- B. Water Supply Requirements -
 1. If water supply will be a new individual water supply (well, spring, stream, etc.), an individual water system and well permit (if applicable) must be obtained.
 2. If water supply will be an existing individual water system (4 or less connections), review and approval will be required, and additional updated information on the water system may need to be submitted.
 3. If water supply will be an existing small public water system (5-199 connections), review and approval will be required.

II. ADDITIONS, REMODELS, BEDROOM ADDITIONS AND COMPLETE BUILDING REPLACEMENTS (INCLUDING DISASTER OR FIRE REBUILDS)

- A. Sewage Disposal Requirements - Residential
 1. A one-time addition of 500 square feet of habitable floor area may be added to any dwelling if the septic system is functioning properly (as verified by a septic

pumper report) and there is no increase in bedrooms or potential bedrooms (see County Code Section 13.10.700 B for bedroom definition), and if the addition will not encroach on area needed for the eventual replacement of the septic system..

2. Additions of more than 500 square feet of habitable floor area and/or increases in the numbers of bedrooms may be approved provided the sewage disposal system meets (or is upgraded to meet) the standards in Sections 7.38.095 - 7.38.182 of the County Code for the total number of bedrooms in the project. Parcels developed with the septic system requirements that became effective after 12/9/93 are not eligible for the allowances in Section 7.38.095.
3. A legal building may be replaced (including fire or disaster rebuilds) if the sewage disposal system meets the standards in Sections 7.38.095 - 7.38.182 of the County Code and application for replacement is made within 3 years of a calamity loss. Section 7.38.182 includes a provision for haulaway systems for parcels with extreme site constraints so that dwelling replacement may occur even on these difficult parcels.

B. Sewage Disposal Requirements - Commercial Institutional

1. When repairing or upgrading the septic system that serves a commercial or institutional development, the standards in Sections 7.38.130-7.38.160 or 7.38.182 of the County Code must be met.

ADDITIONAL REVIEW BY ENVIRONMENTAL HEALTH AFTER BUILDING APPLICATION SUBMITTAL

For all properties served by septic systems, Environmental Health staff will review building applications and plans for any construction project to ensure that the plans are in conformance with approved septic permits, and that the proposed work will not encroach on the septic system or the future septic system expansion area with cuts, fills, or structures. Be sure that the septic system and expansion area is accurately shown on the Building Plot Plan or your permit will not be approved by EHS. Proposed projects which conflict with the septic system will be denied and returned for redesign. If you are unsure of the location of your septic system or the expansion area, contact EHS or a septic pumper for assistance prior to completion of your plans.

PLEASE NOTE: Environmental Health reviews and permits are subject to separate fees, payable at the time application is made to Environmental Health Service.

FOR ADDITIONAL INFORMATION: For general information, contact the Environmental Health Service in Room 312, 701 Ocean Street, (831) 454-2022, from 8:00 a.m. to 5:00 p.m. (closed from 12:00 to 1:00 p.m.). Applications and requests for evaluation can be accepted by clerical staff throughout the work day. **For information on a specific project, you must consult with the Environmental Health Specialist for the district where the property is located. Specialists are available only from 8:00 a.m. to 9:30 a.m., daily.**