



HEALTH SERVICES DEPARTMENT ENVIRONMENTAL HEALTH DIVISION

Our mission is to promote and protect the health of the people of Lake County through education and the enforcement of public health laws

Alteration Permit Guide for Septic Systems

Alteration Permits

Alteration permits are normally issued for changing components of an existing functional septic system. There are two types of Alteration permits.

Minor Alteration permits are for changes to an existing system that do not involve the leachfield. Examples of a minor alteration included changes in tank location, installation of risers and/or effluent filter, relocation of effluent sewer pipe or grinder pump basins. **(See Fee Schedule)**

Major Alteration permits are for the expansion or a change in location of an existing system leachfield. **(See Fee Schedule)**

Steps required to process your application:

1. Completed application form and fee:
Please make sure your application is complete. Incomplete applications will be returned.
2. If your property is remote or hard to find, please describe in writing how to find it or provide a detailed map and identify the entrance to your property by posting the address number.
3. A detailed site plan:
A site plan is required prior to any approval for parcel improvements. Please prepare a to-scale site plan from actual measurements of the existing development and any proposed changes that show the location of all buildings, roads, driveways, property lines, easements, springs, wells, lakes, ponds, rivers, streams, drainage areas and other physical features such as escarpments, cuts or cliffs.

Please show detailed views (to scale using either **architectural or engineered scale**) of the location of the existing and/or proposed septic tank, distribution box or drop boxes, and leachfields/absorption fields (initial and expansion). You may need to provide a cross-sectional view of your proposal if required by the inspector. All drawings must include your name, address and assessors parcel number on all pages submitted.

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4. Location of existing system:

If required by the inspector:

- Uncover the septic tank lid. (Do not remove the lid.)
- Uncover the distribution box or drop boxes.
- Demonstrate other septic system components.

5. Profile Holes/Test pits:

Major Alterations may require that at least one test hole be prepared in the proposed area of the new leachfield. Check with the inspector to determine if this is required prior to permit application. Test hole(s) should be prepared as described in our handout "**Parcel and Test Pit Preparation for Onsite Sewage Evaluations.**"

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