



Thurston County Public Health and Social Services
Environmental health Division
2000 Lakeridge Drive SW
Olympia WA 98502
(360) 867-2673

SEWAGE SYSTEM PROJECT APPLICATION MATRIX

If	Use **	Submittal Fee	Provide	Application Expires ***	Permit Expires
Undeveloped land in the county	Residential application form <i>Check: "Septic system application"</i>	Application fee Design review fee (minimum) * see note below	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter
Undeveloped land in the city limits of: Tumwater, Olympia, Lacey, Yelm, Bucoda, Rainier or Tenino	On-site sewage system application form (HD) only <i>Fill in "city of ____"</i>	Application fee Design review fee (minimum) * see note below	One original design, two copies of design.	One year from date of submittal, if application not approved.	Three years from design approval date
Existing residence, <u>OSS failing</u> , AND proposed changes to building without increase in sewage flow	HD application for OSS repair, and Residential application if needed for building proposal	Application fee Design review fee (minimum) *see note below	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	OSSP expires one year from date of <u>application submittal</u> . No OSS permit renewal is allowed. Building permit is separate.
Existing residence, <u>OSS failing</u> , NO proposed changes to the building	On-site sewage system application form (HD) only <i>Check appropriate type of permit and "repair" box on back</i>	Application fee Design review fee (minimum) * see note below	One original design, two copies of design	One year from date of submittal, if application not approved.	One year from date of application submittal.
Existing residence, proposed <u>increase in sewage flow</u> (such as: addition, increase in # of bedrooms, ADU, guest house, FMU)	Residential application form <i>Check building type in type of project, and work type: "addition" or "remodel" or "new" whichever applies, and check "Septic System Application" and fill in project description line</i>	Application fee Design review fee (minimum) *see note below	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter.
Existing Residence, <u>OSS modification only (system NOT failing)</u> NO building changes proposed	On-site sewage system application (HD) <i>Check :modification" on back, fill in project description line</i>	Application fee Design review fee (minimum) *see note below	One original design, two copies of design	One year from date of submittal, if application not approved.	Three years from date of design approval

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Tank Replacement only, TANK NOT FAILING. No new building proposed.	On-site sewage system application (HD) <i>Check "tank only" in type of permit and check "rebuild/replace" in work type on back</i>	Septic tank placement fee O & M fee	Three site plans	One year from date of submittal, if application not approved.	Three years from date of site plan approval
Tank Replacement Only, TANK FAILING. No new building proposed	On-site sewage system application (HD) <i>Check "tank only" in type of permit and check "repair" in work type on back</i>	Septic tank placement fee O & M fee	Three site plans	One year from date of submittal, if application not approved.	One year from date of application submittal
Tank placement for proposed new building to connect to existing drain field	On Site sewage permit application (HD) <i>Check "tank only" in "type of project" and "new" or "addition" or whatever applies in work type and fill in project description line</i>	Septic tank placement fee O&M fee	Three specific site plans for E. H. for tank placement and five site plans for Dev. Svcs. for review of building permit	One year from date of submittal, if application not approved.	Three years from date of CSA letter
CSA not issued , EH requires first oss design revision	No new application <u>if no changes</u> (such as ownership or # of bdrms or water system). New application if changes need to be made	No fee for first revision	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter
CSA not issued , EH requires second (or subsequent) oss design revision	Same as above	<u>Fee is as instructed by reviewer when requesting revision; either office review or site visit</u>	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter
CSA not issued , and another department requires a revision (such as planning) but EH will review the revision	Same as above	No fee if this is the first revision to the site plan /oss design If this is the second or subsequent revision, either office review fee or field visit fee	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter

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CSA letter issued, OSS permit issued or not, proposed changes to design such as: # of bedrooms, reserve area location etc.	Residential application form <i>Check all appropriate boxes</i>	Application fee Design review fee (minimum) *see note below	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of new CSA letter
CSA letter issued, OSS permit issued or not, proposed changes to site plan only NOT affecting OSS design	Residential application form <i>Check appropriate boxes</i>	Application fee Design Revision Fee (paperwork)	Five site plans	One year from date of original application submittal, if application not approved.	Three years from date of new CSA letter
CSA issued, OSSP not issued, CSA expired	Residential application form <i>Check all appropriate boxes</i>	Application fee Extra Site Visit Fee	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter
CSA issued, OSSP issued , both expired. No proposed changes from what was originally approved/issued	Residential application <i>Check "septic system application" and check work type "renew"</i>	Renewal fee Extra Site Visit Fee	One original design, two copies of design, and five site plans	One year from date of submittal, if application not approved.	Three years from date of CSA letter
Undeveloped land, proposing commercial use	On-site sewage application (HD) <i>check "non-residential" box on back</i>	Application fee according to fee schedule (depending on GPD proposed) Design review fee according to fee schedule (depending on GPD proposed) (minimum) *see note below	One original design, two copies of design	One year from date of submittal, if application not approved.	Three years from date of design approval
Current residential site with existing OSS, proposing to convert into a commercial use	On-site Evaluation Application (HG) Check appropriate work type and fill in the project description line	On-Site Evaluation application fee	Proposed designer justification to use existing OSS	N/A	N/A
Sand filter or mound rebuild, (sand filter or mound failing,) proposal to rebuild in same location, using original design	HD application	Application fee Installation permit fee O&M fee Operation and	Three site plans with narrative of rebuild proposal	One year from date of submittal, if application not approved.	One year from date of application submittal

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		Maintenance Certificate fee, unless the property is located in the Henderson Watershed Protection Area			
Sand Filter Bypass	HD application. <i>Fill in the project description line</i>	Application Fee Operation and Maintenance Certificate renewal fee, if needed, unless the property is located in the Henderson Watershed Protection Area	Three site plans with narrative of proposal	One year from date of submittal, if application not approved.	One year from date of application submittal
Change in Treatment Unit (example: sand filter to ADU, or adding a treatment unit to an existing system)	On Site sewage permit application (HD) <i>Fill in project description line</i>	Application fee Installation Permit fee O & M fee Operation and Maintenance Certificate fee, unless the property is located in the Henderson Watershed Protection Area	One original design, two copies of design	One year from date of submittal, if application not approved.	Three years from date of design approval
Change in Disinfection Method (example: chlorination to ultraviolet)	On Site sewage permit application (HD) <i>Fill in project description line</i>	Application fee Operation and Maintenance Certificate fee unless the property is located in the Henderson Watershed Protection Area	One original design, two copies of design	One year from date of submittal, if application not approved.	Three years from date of design approval

*** For new construction, the application fee and design review fee are required at the time of application submittal. The Operation and Maintenance fee, Sewage System Construction Permit fee and Operation and Maintenance Certificate fee (if applicable) can be paid at the time of submittal or added to the final invoice and paid prior to permit issuance.**

For on-site sewage system repairs, it is highly recommended that all fees be paid at the time of application submittal, so there will be no delay in permit issuance.

**** All sewage system permit applications may be subject to review by the Development Services Department, current planning program, if components of the proposed on-site sewage system are within, or adjacent to, a critical area or buffer.**

***** A request can be made (in writing) for a one-year extension of any on-site sewage system permit application, if the request is submitted before the original expiration date.**