



APPLICATION FOR WELL / SEPTIC PROJECT – **NON-RESIDENTIAL**

Please be advised that submitting this application in no way guarantees: (1) the property will be determined to be suitable for an onsite water supply and/or onsite wastewater disposal system; or (2) a permit will be issued for an onsite water supply and/or onsite wastewater disposal system; or (3) an approval will be given for an onsite water supply and/or onsite wastewater disposal system.

Application Type (Check all that apply. See page 2 for instructions and required documents.)

<input type="checkbox"/> Soil Evaluation - Conventional (A)	<input type="checkbox"/> Sewage Permit - New (D)	<input type="checkbox"/> Test Well (G)
<input type="checkbox"/> Soil Evaluation - Alternative (B)	<input type="checkbox"/> Sewage Permit - Replacement <u>with</u> Soil Evaluation (E)	<input type="checkbox"/> Well Permit - New (H)
<input type="checkbox"/> Septic Tank Only Permit (C)	<input type="checkbox"/> Sewage Permit - Replacement <u>without</u> Soil Evaluation (F)	<input type="checkbox"/> Well Permit - Replacement (I)
<input type="checkbox"/> Other (J):		Are you currently out of water? <input type="checkbox"/> Yes <input type="checkbox"/> No

Property Information (Permits will not be issued without the correct address assigned by the township or local utility company.)

Property Tax ID #	Township		
Property street address	City	Zip	
Nearest two crossroads			
Description of property (check one):			
<input type="checkbox"/> Metes & Bounds - Acres: _____ <input type="checkbox"/> Subdivision/Condominium - Name: _____ Lot/Unit: _____			
Type of water supply (check one):			
<input type="checkbox"/> Type I - Municipal water (Permits issued by the State of Michigan) <input type="checkbox"/> Type II - Non-transient (25 or more of the same building users daily. Examples: schools, day cares, factories, office buildings) <input type="checkbox"/> Type II - Transient (25 or more transitory building users daily. Examples: motels, restaurants, parks, campgrounds, churches) <input type="checkbox"/> Type III - Does not meet Type I or II (Examples: Small businesses with less than 25 employees)			
Soil evaluation(s) conducted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , date(s):			
Utility easements through the property? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , type:			
Type of commercial building proposed:			
Estimated daily sewage flow, in gallons per day (GPD):			
Type of waste to be discharged (domestic, laundromat, industrial, etc.):			
Attach a letter detailing the intended use of the building, expected daily discharge, and the type of waste from this facility.			

Property Owner Information

Name			
Street address	City	State	Zip
Phone	Email		

Applicant Information (if applicant is not owner)

Name			
Street address	City	State	Zip
Phone	Email		

Applicant Signature

I certify the information provided is complete and accurate. I acknowledge I am the property owner or am acting as an authorized representative on behalf of the property owner. I understand sewage system work must be performed by a Washtenaw County Certified Sewage System Installation & Repair Contractor, and any permit issued as a result of this application will be considered property of the property owner. I understand it is the responsibility of the contractor or property owner to contact MISS DIG at 811 or 800-482-7171 and comply with all requirements of the MISS DIG Underground Facility Damage Prevention and Safety Act before starting any excavation work.

Office Use Only

Case #	CSS
Case #	Sanitarian

Receipt Area

Applicant Signature Date

Instructions for Completing Application for Well / Septic Project – Non-Residential

An application will only be accepted if it is complete and if it includes all required documentation as noted below. Please contact the Washtenaw County Environmental Health Division at 734-222-3800 with questions.

For all applications:

- a. **Fees are due when application is submitted** except for NEW Sewage Permits, which require the fees to be calculated by the sanitarian and can be paid at time of permit release.
- b. Check prior records and maps for helpful information about the property, and for assistance in creating a site plan.
 - **OnBase** - Previous site plans; well, septic, building inspection, and soil erosion permits. For the best results, only enter the street # of the address and click on search: www.washtenaw.org/permitrecords
 - **MapWashtenaw** - Parcel maps and property data: www.washtenaw.org/mapwashtenaw
 - **Site Plan Tutorial** - Video showing how to use MapWashtenaw to create a site plan: <http://bit.ly/siteplanmap>
- c. When submitting large or blueprint size plans (anything larger than 11"x17"), submit 2 copies of the plans to our office. For anything 11"x17" or smaller, submit 1 copy, as we can make additional copies in the office.
- d. The contractor or owner must contact Miss Dig at 811 or 800-482-7171 to have underground utilities marked before digging.

Non-residential wastewater disposal projects require a **design professional** (registered sanitarian or professional engineer), written verification of zoning compliance from the Township, and a detailed scope of use proposal.

A. Soil Evaluation – Conventional

- a. Completed application.
- b. Preliminary site plan drawn to scale showing proposed structures/features on the property, including driveway, outbuilding(s), well, and drainfield. Keep in mind that desired locations may need to change due to site conditions. This requirement may be waived if the evaluation is for speculative purposes with no building construction planned.
- c. Survey, if available.
- d. Property owner or authorized representative must be on site during the soil evaluation to make decisions on building and sewage system locations.

B. Soil Evaluation – Alternative

- a. Completed application.
- b. Preliminary designer layout (may be emailed).

C. Septic Tank Only Permit

- a. Completed application.
- b. Site plan drawn to scale that includes all structures, well, and septic system location details. Show locations and sizes of any existing and proposed septic tanks.*

D. Sewage Permit – New

- a. Completed application, including Scope of Use detailing waste type, hours of operation, number of customers, etc.
- b. Proof of accurate address (official document on Township letterhead indicating address).
- c. Site plan drawn to scale that includes all structures, well, and septic system location details.*
- d. Any plans/blueprints submitted to the building inspection department.
- e. Survey and legal description.

E. Sewage Permit – Replacement with Soil Evaluation (No reserve/replacement drainfield area designated on file.)

- a. Completed application, including Scope of Use detailing waste type, hours of operation, number of customers, etc.
- b. Site plan drawn to scale that includes all structures, well, and septic system location details.*

F. Sewage Permit – Replacement without Soil Evaluation (A reserve/replacement drainfield area is designated on file.)

- a. Completed application, including Scope of Use detailing waste type, hours of operation, number of customers, etc.
- b. Site plan drawn to scale that includes all structures, well, and septic system location details.*

G. Test Well

- a. Completed application.
- b. Site plan drawn to scale that includes any known or proposed sources of contamination within 200 feet of the property boundaries.

H. Well Permit – New

- a. Completed application. Be sure to indicate accurate number of employees and customers.
- b. Proof of accurate address (official document on Township letterhead indicating address).
- c. Site plan drawn to scale that includes all structures, well, and septic system location details.*
- d. Survey and legal description.

I. Well Permit – Replacement

- a. Completed application. Be sure to indicate accurate number of employees and customers.
- b. Site plan drawn to scale that includes all structures, well, and septic system location details.*

J. Other Applications – Drainfield Repair Permit, Seasonal High Water Table Evaluation, Feasibility Study, Site Drainage Improvement, Site Inspection, Hydrogeological Report Review

- a. Consult with the sanitarian for your township regarding specific application requirements.

* Be sure to include ALL existing and proposed locations of any structure, well, septic system, outbuilding, pool, fuel tank, and geothermal well/loop on the site plan.

Updates can be made to an existing site plan if one is on file with our office. Check our online permit database, OnBase, at www.washtenaw.org/permitrecords for existing records.