

Outline of Septic System Permitting Process

1. **First complete a Site Visit Request Form, the Site Visit Request Map Form and your fee for site visit of \$275 (Cash, check or credit card). Send the request in two weeks prior to your desired site visit date. Once reviewed by the sanitarian, you will be contacted, and a site visit will be arranged.**
 - a. If you are interested in obtaining a septic system guarantee letter for a lending agency or related agency, complete a Site Visit Request Form. Allow 2 weeks for scheduling. Information from the site visit will be retained for future references.
 - b. If you are interested in installing a septic system within 12 months of the site visit, complete a Subsurface Wastewater Permit Application and return it with payment to the Central Montana Health District (CMHD) prior to the site visit date.
2. Dig an 8-foot-deep hole within 25 feet of your proposed septic drainfield. This can be done either by yourself or a CMHD-certified installer.
3. During the site visit, a CMHD sanitarian will analyze the soil profile and draft a lot plan for your proposed septic system based on the number of bedrooms you plan to have in the house/building. It is handy to have your backhoe operator/installer there to fill the hole after the soil profile analysis is complete.
4. **Work may not begin on the installation of the septic system until a completed permit application and applicable fee have been received and a permit to construct has been issued from the sanitarian.**
 - a. The fee for a septic system installed by a certified installer is \$475.00 (includes site visit), whereas a system installed by an owner or noncertified person is \$650.00 (includes site visit).
 - b. This fee is different for CMHD-approved subdivisions – it is \$150 with a certified installer and \$300 with a noncertified or owner installer if system is installed in previously approved location. Regular pricing applies if system is moved more than 10 feet from previously approved location.
 - c. Replacement system permit fees using a certified installer - drainfield only - \$150 and - tank only - \$75. Replacement system permit fees using an uncertified installer or owner is - drainfield only - \$300 and - tank only - \$125.00.
 - d. The permit application fee includes the cost of the soil analysis and final inspections.
5. **A final inspection is required before the system is buried.** You may want to schedule this at least a week in advance. A completed installer's report form is also required before a septic permit may be issued. This is **due within 10 days after the final inspection** has been completed.
6. After a final inspection has been completed and the report form received, a CMHD sanitarian will issue the final septic permit. We will send you a copy for your property records. The original will be kept on file in the CMHD office for future references.