

VERNON COUNTY
PLAN/PERMIT Checklist for In-Ground Non-Pressure Systems

- ___ Soil and Site Evaluation Report (SBD-8330) with original signature must be on file.
- ___ Submit ONE set of Plans. Provide one set of plans with a copy of the permit to the land owner. Plans shall be clear, permanent, and legible on 8 1/2 x 11" paper. Reports and plans must be submitted in ink.
- ___ Sanitary Permit Application (SBD-6398) must be completely filled out and the appropriate county permit fees attached.
- ___ Plumbers or licensed designers must sign and date Index page, including license number. Component manual(s) used to design the system must be indicated on plans.
- ___ System sizing must be shown including the number of bedrooms for 1 and 2 family residences. For public buildings, the sizing calculation must be shown (Remember the design flow rate is 150% of actual estimated flow.)
- ___ The size and manufacturer of pre-constructed septic tanks must be noted. The manufacturer and model identification of the effluent filter to be installed shall be noted.
- ___ A management plan meeting the requirements of Comm 83.54(1)(c)1-9 shall be submitted that includes the steps for proper maintenance of the system, servicing frequency of the system and its components, any testing required and its frequency, load and rest schedules, start up and shut down procedures, the amount and quality of wastewater that the system is designed for, any checklists necessary for installation and inspection, and the proper method to abandon the system if it fails. **Any special measures needed to service the system; including servicing of treatment tanks where the bottom of the tank is greater than 150 feet horizontally or greater than 15 feet below the servicing pad shall be noted.**
- ___ A contingency plan meeting the requirements of Comm 83(2)(b)f is required that describes a recommended agenda to follow should the proposed system fail. **A soil tested area large enough for an initial and replacement soil absorption system shall suffice as a contingency plan if so noted.**
- ___ If a pump is installed, a pump tank cross-section is required, including storage volumes, dosing cycle and volumes, electrical and venting connections, and location of the manholes. Information must also include the designation of the pump to be used, a pump performance curve, a note of the force main diameter and length with calculations of the friction loss and total dynamic head. (Spec sheets are available at our office.)
- ___ A cross section of the system shall be provided including depths and dimensions of aggregate, piping or infiltrator unit, the type of cover material used, and the minimum and maximum depths of components below original and final grade. (Spec sheets are available at our office.)
- ___ Plot plans shall be completely dimensioned or drawn to scale with scale noted. Parcel size and boundaries shall be clearly indicated, along with legal description and location information. Benchmark shall be noted and clearly described, and a north arrow provided. The benchmark denoted must be clearly identified and permanent, grade elevations will not be accepted. All setbacks shall be noted or scaled. Any neighboring buildings, septic systems or wells shall be noted.
- ___ Dimensions of the absorption area shall be noted on the plot plan. With chambers, etc. the manufacturer, model and number of units for each trench.
- ___ All piping shall be shown on the plot plan, including the layout of the laterals/infiltrators, header or manifold, distribution box, drop box, vents, observation pipes, length, diameter, composition and location of all components.