

## **ENVIRONMENTAL HEALTH SIGN-OFF ON BUILDING PERMITS**

Environmental Health will review or sign off on building permit applications only if there will be an Environmental Health application required. EH front office staff may sign off only after the permit or authorization is issued. Only EH field staff members have the authority to perform early sign-offs. Jan or Brittany will review pending sign-off requests daily, and consider early sign-off requests. Building Department staff should indicate requests for early sign-off on the slips with which they notify EH of sign-off requests.

To eliminate unnecessary delays, Building Department staff members are encouraged to secure accurate and complete plot plans from the applicants or their contractors before they submit the application to EH for review. Environmental Health will provide a plot plan checklist to assist Building Department staff and their customers in obtaining all necessary information (attached).

When Environmental Health receives a request for sign-off that requires an Environmental Health application process, and the required application has not yet been filed, we will return a copy of the request to the agency from which we received it (Building Department or city) with a comment that an EH application is required. EH office staff will contact the applicant and explain the required EH process to move their project along, and provide an application packet to the applicant. We will retain the request and note the date on which we provided the application packet.

**Applicants for a Medical Hardship Conditional Use** typically begin their process by applying to EH for Authorization to connect a second dwelling to the existing system. Environmental Health front office staff will sign off on the Planning Department application (CU) for medical hardship after EH field staff has completed the Authorization process. After Planning staff have approved the Conditional Use, and any necessary EH permits have been issued, EH front office staff will sign off on the placement permit.

**Applicants for commercial facility building permits**, including those that are connected to a holding tank should be directed to Environmental Health front office staff for review. An EH application for Authorization may be needed if the use is changing or projected daily sewage flow will be increased. If Authorization is required, EH front office staff will explain to the applicant the application process, and provide an application packet. EH front office staff will sign off after the authorization has been favorably completed. If Authorization is not required, Building Department staff should advise the applicant that they must maintain setbacks, provide a copy of Environmental Health's "Know your Setbacks" document (attached), and EH sign-off will not be required.

**Environmental Health will sign off on accessory structures with plumbing fixtures from which wastewater may be discharged only if an Environmental Health permit is required.**

- **Accessory structures with plumbing fixtures that will be connected to the system for an associated dwelling by gravity flow and are for personal use only** will not require a sign-off by Environmental Health. If gravity flow is not possible, Building Department staff will direct the applicant to Environmental Health for a permit application. Environmental Health office staff will provide the pertinent application materials along with any records, and will sign off after the permit is issued.
- **Applicants for Building permits for accessory structures with plumbing fixtures that will not be connected to a system that serves an associated dwelling** should be directed by Building Department staff to Environmental Health for the required EH application. Environmental Health office staff will sign off on building permits for these structures after the authorization or septic permit is issued.

**BUILDING PERMITS REQUIRING SIGN-OFF**  
**BY ENVIRONMENTAL HEALTH**

The following applications require authorization, evaluation, or permit from Environmental Health. The applicant must obtain the necessary authorization, evaluation or permit from us before EH staff will sign off on a Building permit.

- Addition of wastewater plumbing to any structure not previously plumbed, **unless** the fixtures are for personal use only, and will be connected by gravity flow to the system used by an associated dwelling
- Addition of bedroom(s)
- Addition of modular classrooms to a school
- Regulated facilities (new construction, additions, or remodeling)
  - Schools
  - Mini-markets/convenience stores
  - Bakeries
  - Restaurants
  - Taverns/lounges
  - Public swimming pools/spas
  - Day cares/pre-schools
  - Organizational camps
  - RV parks
  - Motels
- Mobile home parks (new construction, additions, remodeling; **not** replacement of one unit with another)
- Commercial, industrial, accessory, or "Ag-Exempt" pole buildings with sanitary plumbing (new construction, additions, remodeling) including facilities served by a sewage holding tank **unless** the fixtures are for personal use only, and will be connected by gravity flow to the system used by an associated dwelling
- Environmental Health will sign off on accessory or "Ag-Exempt" structures with plumbing fixtures from which wastewater may be discharged only if an Environmental Health permit is required.
- Facilities served by a DEQ-permitted waste disposal system will require a sign-off from DEQ or in certain cases, from Jan. Building Department office staff should refer sign-off requests for these facilities to Jan. Jan will review the request and make a decision whether to sign off or to refer the applicant to DEQ for sign-off. The Building Department should not issue the building permit until they obtain a sign-off from Jan or DEQ.

## **BUILDING PERMITS THAT DO NOT REQUIRE SIGN-OFF BY ENVIRONMENTAL HEALTH**

**An EH sign-off is not required for those building permits listed below that typically do not impact the wastewater disposal system or area.** Building Department staff should tell the applicant that they must maintain setbacks and provide a copy of Environmental Health's "Know your Setbacks" document. If the applicant wants records, Building Department staff will direct them to our front office staff, and we will obtain and provide the records if available. We request that the Building Department permit clerk sign off on their computer with language to the effect that EH sign-off is not required per policy memo (date) and their initials.

- Residential additions that do not increase the number of bedrooms (including those that expand the building footprint)
- All fill permits
- Porches
- Carports
- Decks
- Residential in-ground swimming pools
- Water lines and buried utility lines
- Commercial, industrial, accessory, or "Ag-Exempt" pole buildings without sanitary plumbing
- Accessory or "Ag-Exempt" structures with plumbing fixtures from which wastewater may be discharged if the fixtures are for personal use only, and will be connected by gravity flow to the system used by an associated dwelling
- Repair of existing construction in regulated facilities
- Repair of existing construction in mobile home parks
- Repair of existing construction in commercial, industrial, accessory, or pole buildings with sanitary plumbing, including those qualifying for agricultural exemption
- Interior remodeling, including addition of a bathroom, if there will be no increase in bedrooms.
- Plumbing repairs
- Foundation repairs
- Wood stoves, heating, cooling, ventilation systems without plumbed discharges
- Roofing or siding
- Insulation
- Doors, windows, stairways
- Fences
- Electrical permits
- Culverts and road access
- Bridges
- Demolition (The building department should verify the proper decommissioning of the septic tank)

Effective 11/30/2007