

## SEPTIC PERMIT APPLICATION CHECKLIST

Below is a checklist of items that need to be provided to Eastern Idaho Public Health (EIPH) in order to process a septic permit application. Please check off each item prior to submitting your paperwork and fee.

### New and Replacement Septic System

- \_\_\_\_\_ Front page of the application is **COMPLETELY** filled out, including legal description, **AND**, it is signed, dated, and an email address provided.
- \_\_\_\_\_ Scaled or dimensional plot plan with measurements is included. Please be sure to show lot boundaries and primary **and** replacement area for system. (See attachment for information that must be included with plot plans and floor plans.)
- \_\_\_\_\_ Structure floor plans are included (8.5 x 11 size preferred or a PDF). These will become part of our records and will not be returned to you.
- \_\_\_\_\_ Information page has been read, understood, and signed. **Must be turned in with your application.**
- \_\_\_\_\_ Payment must be made when application is turned in to the EIPH office.

**No application or payment will be accepted unless ALL of the above are completed and included.**

County	EHS	Email Address	Phone Number
Bonneville	Chris Ellis Nathan Taylor (Swan Valley/Irwin)	CEllis@EIPH.Idaho.gov NTaylor@EIPH.Idaho.gov	(208) 541-8127 (208) 523-5382
Clark	Nathan Taylor	NTaylor@EIPH.Idaho.gov	(208) 523-5382
Custer	Amy Shaw	AShaw@EIPH.Idaho.gov	(208) 522-8064
Fremont	Danny Ordonez	DOrdonez@EIPH.Idaho.gov	(208) 521-1772
Jefferson	Vincent McHenry	VMcHenry@EIPH.Idaho.gov	(208) 745-7297
Lemhi	Melinda Fuentes-Mobo	MFuentes-Mobo@EIPH.Idaho.gov	(208) 756-2123
Madison	Chris Ellis	CEllis@EIPH.Idaho.gov	(208) 541-8127
Teton	Katarina Whitson	KWhitson@EIPH.Idaho.gov	(208) 522-8066

## LEGAL DESCRIPTION RESOURCE PAGE

### BONNEVILLE COUNTY

- Planning and Zoning Department – (208) 524-7920
- Parcel viewer website – <https://bonneville-county-maps-bonneville.hub.arcgis.com/> (click on “ParcelViewer”)

### CLARK COUNTY

- Planning and Zoning Department – (208) 374-5271
- Parcel viewer website – <https://www.clark-co.id.gov/> (click on “Public Parcel Map”)

### CUSTER COUNTY

- Planning and Zoning Department – (208) 879-6894
- Parcel viewer website – <https://www.greenwoodmap.com/custer/>

### FREMONT COUNTY

- Planning and Zoning Department – (208) 624-4643
- Parcel viewer website – <http://www.co.fremont.id.us/> (click on “Property Search”)

### JEFFERSON COUNTY

- Planning and Zoning Department – (208) 745-9220
- Parcel viewer website – <http://www.co.jefferson.id.us/> (click on “Map Gallery” then on “Parcel Finder”)

### LEMHI COUNTY

- Planning and Zoning Department – (208) 756-2815 ext. 1705
- Parcel viewer website – <https://www.lemhicountyidaho.org/> (click on “Parcel/Tax Search”)

### MADISON COUNTY

- Planning and Zoning Department – (208) 359-6260
- Parcel viewer website – <https://www.rexburg.org/o/cor/page/gis> (click on “Interactive GIS Map”)

### TETON COUNTY

- Planning and Zoning Department – (208) 354-2593
- Parcel viewer website – <https://teton-county-idaho-gis-open-data-tetonidaho.hub.arcgis.com/> (click on “Address & Parcel Viewer Map”)

**NOTE:** <https://experience.arcgis.com/experience/6b5a52900b2e42908fbd813ce423adaa/> contains a parcel viewer link to every county in Idaho.

## SEPTIC PERMIT INFORMATION SHEET

<b>FEES:</b>	\$ 900.00	Individual System Permit (New, Expansion/Remodel, Repair/Failed)
	\$3,000.00	Central/Large Soil Absorption System Permit (New, Repair)
	\$ 450.00	Tank Only & Vault Privy Permit
	\$ 50.00	Permit Renewal
	\$ 450.00	Speculative Site Evaluation (Evaluation of property when permit is not requested; i.e., for potential purchase of property.) The fee may be credited toward the permit fee if requested within one year.

**NOTE -- NO APPLICATION WILL BE PROCESSED WITHOUT SCALED OR DIMENSIONAL  
PLOT PLAN AND BUILDING PLAN. (Board of Health Policy)**

**ALL documents submitted in the application package are considered part of the permit and are enforceable.**

### PROCESS:

- Submit Application for Permit: **Completely fill out** application, submit with plot plan and building plan. Applications cannot be processed without payment of fee. **No payments can be taken in the field.**
- Schedule Site Evaluation: An Environmental Health Specialist (EHS) must go on-site in order to evaluate the application and to assess the situation before issuing the permit. A representative is encouraged to meet the EHS at the site to answer any questions. (Test holes may be required to determine soil type, limiting layer, or water level, etc.)  
**Plan on a minimum of two weeks for the processing of the application. For nonresidential applications, additional paperwork may be necessary and could extend the processing time.**
- Permit Issuance: When the permit is ready, the permit will be emailed to the applicant at the email address provided below. The septic permit will be required to get a building permit from Planning and Zoning. A copy of the permit, along with the plot plan, must also be given to the licensed installer, who will then be able to install the system. **(The permit is valid for two (2) years. It can be renewed at an additional cost of \$50.00.)**
- Construction of Septic System: When a licensed installer has a copy of the permit, construction can begin. The system must be installed in accordance with the issued permit and approved plot plan. **Any changes must be approved by Eastern Idaho Public Health prior to changes being made.**
- Final Inspection Mandatory: It is necessary to have the system inspected by an Environmental Health Specialist prior to covering in order to determine if the system was installed in accordance with the issued permit. It is the owner's or installer's responsibility to call for final inspection. **Systems covered prior to final inspection will be required to be uncovered for final inspection.**
- Permit is transferrable within the first two years (not applicable on renewed permits). Eastern Idaho Public Health must approve the transfer prior to the expiration of the permit.

### THINGS TO REMEMBER:

- Septic systems **MUST** be installed by a licensed installer. A list of installers can be obtained from your local health district office. Homeowners can only install their own septic system if it is a standard or basic alternative system.
- No changes to the system specifications stated on the permit can be made without prior approval from Eastern Idaho Public Health.
- Septic systems (tank and drainfield) **MUST BE INSPECTED PRIOR TO COVERING.**
- If the system is not inspected prior to covering, the installer or owner will be asked to uncover the system for inspection. This may cause more expense as system may become damaged if disturbed.**
- PERMIT MAY BE RENEWED if not completed within two years (see PROCESS # 3 above). It is your responsibility to remember to renew the permit.**

### SAVE TIME:

- Avoid unnecessary delays by filling out the application form completely. Be sure to include a mailing address and phone number for the owners and, if applicable, a phone number for the contact person (builder and/or installer).
- Eastern Idaho Public Health requires 48 hours' notice to schedule an inspection.**

I have received, read, and understand the above information.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

# APPLICATION-Subsurface Sewage Disposal



**Public Health**  
Prevent. Promote. Protect.

**Idaho Public Health Districts**

Permit Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Rct #: \_\_\_\_\_

Spec Eval done (within one year): \_\_\_\_\_

Permit #: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Acres: \_\_\_\_\_

Property Address (If available): \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Description: Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ County: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Div #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Directions (nearest crossroad): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant is: ☐ Landowner ☐ Contractor ☐ Installer ☐ Other: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Septic Installation:	<input type="checkbox"/> New	<input type="checkbox"/> Expansion/Enlargement	<input type="checkbox"/> Repair/Replacement	<input type="checkbox"/> Tank Only
Proposed Usage:	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-residential	<input type="checkbox"/> Other (i.e. barn, shop, RV, etc.): _____	
<input type="checkbox"/> Central (more than two dwellings)	<input type="checkbox"/> Large Soil Absorption (2,500 gal/day or ten or more dwellings)		# of Units: _____	
Is there an existing dwelling on this parcel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year Built: _____	
Number of Bedrooms (residential only):	Number of Bathrooms:		_____	
Number of People:	Square Footage:		Garbage Disposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Residential Flow Design: Average [gallons per day (gpd)]: _____				
Foundation Type:	<input type="checkbox"/> Basement	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Split Level	<input type="checkbox"/> Slab
Property is located:	<input type="checkbox"/> Inside City	<input type="checkbox"/> Inside County		
Zoning certificate or other county documentation submitted (If applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
City sewer or central wastewater collection system 1000 feet or less to structure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Water Supply:	<input type="checkbox"/> Private Well	<input type="checkbox"/> Shared Well	<input type="checkbox"/> Public Water System, Number: _____	
(Non-Public)				

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

By my signature above, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should evaluation disclose untruthful or misleading answers, my application may be rejected, or my permit revoked. I accept the responsibility to notify the Health District of any changes to the above information if performed prior to completion of the permitted system. I hereby authorize the Health District to have access to this property for the purpose of conducting a site-evaluation. I understand that this application and the subsequent permit is transferrable for the first two (2) years if site conditions and wastewater flows remain the same. I understand that the application will expire two (2) years from date of purchase. The permit, when issued, may be renewed if not completed within two (2) years.

Revision date 10/2024

## **INFORMATION ON SUBMITTAL OF PLOT PLANS AND BUILDING PLANS FOR SEPTIC PERMITS**

On March 22, 2007, Eastern Idaho Public Health's Board of Health adopted a policy which requires the submittal of a scaled or dimensional plot plan and building plans with any septic application. This policy started April 6, 2007, and was made to help ensure better accuracy in the sizing of septic systems.

The scaled or dimensional plot plan should include: adjacent properties to illustrate the location and size of all existing and proposed wastewater systems, including disposal field replacement areas; location of all existing water supply system features (wells); location of all surface waters; location of scarps, cuts, and rock outcrops; land elevations, surface contours, and ground slopes between features of interest; property lines, easements, and rights-of-ways; and location and size of buildings and structures.

For the building plans, drawings are needed that will show the number of potential bedrooms for residential applications, and workstations, accommodations (such as showers, break rooms, kitchens), and process areas and their fixtures for commercial applications.

If you have the paperwork prepared to submit to the local Planning and Zoning Department for a building permit, please bring that in and we will make copies of the applicable information.

For further information, please contact the Environmental Health Specialist for the county in which you live. The addresses and phone numbers are listed below.

<b>Bonneville &amp; Clark Counties</b>	<b>1250 Hollipark Drive</b>	<b>Idaho Falls, ID</b>	<b>83401</b>	<b>(208) 523-5382</b>
<b>Custer County</b>	<b>610 Clinic Road, Suite A</b>	<b>Challis, ID</b>	<b>83226</b>	<b>(208) 522-8064</b>
<b>Fremont County</b>	<b>45 S 2<sup>nd</sup> W</b>	<b>St. Anthony, ID</b>	<b>83445</b>	<b>(208) 522-8065</b>
<b>Jefferson County</b>	<b>380 Community Lane</b>	<b>Rigby, ID</b>	<b>83442</b>	<b>(208) 745-7297</b>
<b>Lemhi County</b>	<b>801 Monroe</b>	<b>Salmon, ID</b>	<b>83467</b>	<b>(208) 756-2123</b>
<b>Madison County</b>	<b>314 N 3<sup>rd</sup> E</b>	<b>Rexburg, ID</b>	<b>83440</b>	<b>(208) 356-3239</b>
<b>Teton County</b>	<b>820 Valley Centre Drive</b>	<b>Driggs, ID</b>	<b>83422</b>	<b>(208) 522-8066</b>