



TO: Property Owner or Contractor

The Washington County Health Department (WCHD) in collaboration with the Washington County Division of Plan Review & Permitting (WC Permits) office and in concert with local business leaders is updating the building permit process to comply with current regulations. It was concluded that the WC Permits office could insert a few additional boxes in their building permit approval / inspection process to assist well drillers, septic contractors, and builders with this process.

It is anticipated that with the additional signoff boxes, WCHD will issue a well/septic permit upfront as part of a three (3) step process:

- Step 1:** Washington County (WC Permits) will issue the building permit as a bundle package (as is the current process);
- Step 2:** A new inspection related to well completion reports will be inserted into the inspection approval process. Wells that are special conditioned must meet all conditions of the permit. That is, if a well completion report is not satisfied, the building permit will stop. However, if the well completion report is satisfied, the inspection process continues to move forward.
- Step 3:** Unless specified under a special condition of the well permit, routine water samples that meet all criteria will be approved as part of the normal inspection process.

Once ALL inspections have been completed and ALL other approvals have been received that are part of the inspection process, the Use & Occupancy permit will be issued by the WC Permits.

Additionally, it was agreed by all that subdivision plats which create new building lots, will be required to have a well drilled with completion reports satisfied along with an approved sewage disposal area being accepted prior to final plat approval (exceptions such as re-plats will be discussed on a case by case basis). Plats will now indicate an existing approved well location with a 100 ft. isolation distance radius. Final subdivision plats with an accepted status will continue to be processed under current guidelines.

The agreed date for implementation is July 1, 2018.