

## **ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEM (OWTDS) PERMIT INFO/CHECKLIST**

*What is OWTDS permitting?*

In June, 2005 the City and Borough of Juneau (CBJ) Assembly adopted Ordinance 2005-16(b) charging the CBJ Engineering Department with the job of issuing Onsite Wastewater Treatment and Disposal System (OWTDS) permits and inspecting the installation of these systems.

*Does every new onsite wastewater treatment and disposal system require a CBJ permit?*

No. A CBJ OWTDS permit is only required for a new system on a lot created by a major residential subdivision after July 1, 2005. As of spring, 2006 this permit is only required for lots in the South Lena and Lena Point Heights Subdivisions.

*Does an OWTDS permit replace an Alaska Department of Environmental Conservation (ADEC) permit?*

No. In fact, owners will need to provide the CBJ Engineering with a copy of the ADEC Approval to Construct certificate before CBJ can issue an OWTDS permit.

*How do I apply for an OWTDS permit?*

A CBJ OWTDS permit may be applied for at the CBJ Permit Center in the Marine View Center, 230 South Franklin Street, 4<sup>th</sup> Floor. Applications can be made separately or in conjunction with a building permit application for a new house. To apply, fill out the form included in this handout, provide all of the required information on the checklist, and pay the \$100 permit fee.

### **Permit Process**

The permit process is outlined on the following page. Please read through this information and, if you have any questions, call the Permit Center at 586-0770.

All installation shall conform to CBJ OWTDS regulations under 06 CBJAC 01.

Section I – Applicant Information

**Case Number**

**Applicant Name**

**Project Address**

**Assessor's Parcel Number**

**Phone Number(s)**

**Mailing Address**

*Section II: OWTDS Permit Application Submittal Requirements*

- ADEC approval to construct, including a copy of approved plans
- OWTDS Site Plan – needs to include the following information:
  - Location of treatment plant in relation to proposed vehicular access
  - Electrical supply route
  - OWTDS location
  - Drain field size and location
  - Inspection port location
  - Sewer line location (from house to treatment plant)
  - Topographic information of lot
- \$100 Permit Fee Paid Prior to Permit Issuance

*Section III: Final OWTDS Permit Approval Requirements*

In order for CBJ Engineering to issue final approval of the OWTDS permit, the following items need to be completed/obtained:

- CBJ Installation approval
- OWTDS as-built drawing(s)
- Completed OWTDS Owner's Agreement with CBJ or MCR
- ADEC Final Approval to Operate

NOTE: final approval of the OWTDS permit will need to be obtained prior to issuance of a Temporary Certificate of Occupancy or final Certificate of Occupancy.