

Alaska Department of Environmental Conservation (ADEC) and
City and Borough of Juneau (CBJ)

Permit and Approval Process

for Installing
Onsite Wastewater Treatment and Disposal Systems (OWTDSs)
South Lena Subdivision

Responsibilities of the Property Owner

Step 1: *Engineered Design.*

Hire a licensed professional engineer to design an OWTDS appropriate for the specific lot where it will be installed.

Step 2: *ADEC Approval to Construct.*

Submit the engineered design, application information, and required fees to ADEC for review in order to obtain ADEC's "Approval to Construct" the OWTDS. ADEC review fees currently range from \$270 - \$640, depending on the size of the house and whether or not a waiver is required. Typically, the engineer who designs the system will submit all necessary information to ADEC. ADEC's review time is estimated to take 30 days. For more detailed information regarding what is required to obtain ADEC approval, go to: http://www.dec.state.ak.us/water/wwdp/onsite/ww_planreview-cklist.htm

Step 3: *CBJ Utility Permit and Customer Service Agreement.*

- A. Apply to the CBJ Permit Center for an OWTDS "Utility Permit." This application can accompany the building permit application for a new house, or it can be a stand alone application. This application must include the following:
1. ADEC's Approval to Construct documentation and ADEC-approved construction plans (See Step 2).
 2. A site plan that identifies the following:
 - (a) Vehicular access route (to accommodate a pump truck to service the treatment plant)
 - (b) Electrical supply route
 - (c) OWTDS location
 - (d) Drain field size and location
 - (e) Inspection port location
 - (f) Sewer line location (from house to treatment plant)
 - (g) Topographic information of the lot
 3. \$100 CBJ application fee
- B. Sign the CBJ's "Customer Service Agreement." This form is available at the CBJ Permit Center.
- C. Following review of the application, an OWTDS "Utility Permit" is issued.

Step 4: *Installation and Inspection of OWTDS.*

Install OWTDS. Contact CBJ Permit Center to arrange for an inspection before burial of the treatment plant or

Appendix C

drain field. CBJ must inspect and approve the installation.

Step 5: *OWTDS As-Built Drawings.*

Hire licensed engineer/surveyor to prepare as-built drawings of OWTDS. This step should be done in conjunction with any other as-built survey requirements for the house.

Step 6: *ADEC Approval to Operate.*

Submit ADEC “Certificate of Construction” form (requires signature from property owner, contractor, and engineer) record drawings (if required), and verification that any conditions placed on the “Approval to Construct” have been met, to ADEC. Obtain ADEC’s “Final Approval to Operate.”

Step 7: *CBJ Final Approval of OWTDS Utility Permit.*

Contact CBJ Permit Center to obtain final approval of the Utility Permit. To obtain final approval, CBJ must have a signed Customer Service Agreement (see Step 3B) and installation approved by a CBJ inspector. Additionally, the following must be submitted:

1. OWTDS as-built drawing(s) (See Step 5).
2. ADEC’s “Final Approval to Operate” (See Step 6).

Step 8: *Temporary Certificate of Occupancy or Final Certificate of Occupancy.*

Contact CBJ Permit Center to obtain a “Temporary Certificate of Occupancy” or a final “Certificate of Occupancy”. Final CBJ approval of the OWTDS Utility Permit must occur prior to issuance of either a Temporary Certificate of Occupancy or a Certificate of Occupancy. Monthly fees charged to the property owner, as established in the “Customer Service Agreement,” will begin upon issuance of either a temporary or final certificate of occupancy, whichever occurs first.

Contact Information:

CBJ Permit Center

Physical Address: Marine View Building
230 S. Franklin St., 4th Floor
Juneau, AK
Mailing Address: 155 S. Seward St.
Juneau, AK 99801
Telephone: (907) 586-0770
Fax: (907) 586-3365
Email: PERMITS@ci.juneau.ak.us

ADEC

Physical Address: 410 Willoughby Ave.
Juneau, AK
Mailing Address: P.O. Box 111800
Juneau, AK 99811-1800
Telephone: (907) 465-5167
Fax: (907) 465-5274
Website: http://www.dec.state.ak.us/water/wwdp/onsite/ww_planreview-ccklist.htm