

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.*

Complete the OWTDS permit application checklist, available online at: <http://www.juneau.org/cddftp/documents/OWTDSPermitChecklist.pdf>. Submit the application for an OWTDS "Utility Permit" to the CBJ Permit Center. This application can accompany the building permit application for a new house, or it can be a stand alone application. This application package 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 permit application fee.**

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 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 CBJ final approval, the OWTDS installation must be approved by a CBJ inspector and the following must be submitted:

1. A signed customer service agreement with a CBJ-approved, manufacturer-certified contractor or with the CBJ per 03 CBJAC 41.030 et al.
2. 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 under customer service agreements with the CBJ shall commence 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@Juneau.org

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-cklist.htm