



When to use the Septic Verification Form

The Septic Verification form is offered online and can be downloaded and completed ahead of visiting the Planning & Building Department front counter. Please see the conditions below to determine when this completed form will be required. The Septic plot plan must be submitted with this Septic Verification Form prior to permit application for the following projects:

1. Applicants planning to add bedroom(s) or bathroom(s) to an existing home, or tear down, remodel, or re-build a home or business.
2. Applicants planning to build any out-buildings or other permitted structures, which do not include plumbing fixtures, on a lot with a septic system, shall include a septic plot plan that verifies the new building will maintain required separation to the existing septic system, and will not be built on the 100% leach field expansion area.
3. Applicants planning to build an out-building that will include plumbing fixture units, shall provide the Department of Planning & Building a plot plan of the existing septic system and a plot plan of the new septic system. These plot plans must include the 100% expansion system location for both systems. If the plans indicate the out-building is to connect to the existing septic system, then the Septic Verification form must be filled out as well, and a plot plan must be included, drawn and signed by the septic contractor. *Note: If the septic verification shows that the existing system is not designed for, or not in good condition, to support additional plumbing fixture units, then a permit shall not be granted.*
4. Applicants proposing patios, decks less than 30" above grade, and small out-buildings, less than 120 square feet, are not required to have a permit issued by Planning & Building. Applicants should verify that the proposed construction maintains approved separation to the septic system. Applicants may check with The County Department of Planning & Building Research Center to find septic plot plans. For homes built prior to 1957, applicants may want to have a septic contractor locate the septic system before commencing construction.

For further questions about this form please call the Department of Planning & Building (805)781-5600 and request to speak with the Environmental Specialist.

Plot Plan Design Submittal Requirements

All Information Scaled: 1" = 10' to 1" = 40'

Septic plot plans may be drawn on an 8 ½" by 11" piece of blank paper.

On the plot plan show the septic design and location of the Sewage Disposal System and 100% Expansion Area in relation to all attached dwellings, structures, wells, rocks, watercourses, and other pertinent objects.

Existing Septic System Verification Form

Certification of Existing Subsurface Sewage Disposal System	Date of Inspection:
APN Number:	Permit Number:
Property Address:	Owner's Name:

I, _____, examined the existing subsurface sewage disposal system at the above location on the date noted above and determined that the septic tank capacity is _____ gallons.

There are _____ bedrooms in the dwelling.

There are _____ leach lines, each leach line is _____ feet long.

There are _____ seepage pits, each _____ feet in diameter and _____ feet deep.

The leach bed is _____ feet by _____ feet, totaling _____ square feet of leach bed area.

The septic tank is constructed (choose one): ___ concrete ___ fiberglass _____ other (please specify)

The septic tank is in good condition. The inlet and outlet tees are present, and the baffle is not cracked, broken, or displaced. (Please verify and comment below): ___ YES ___ NO

Comments: _____

While pumping the tank, did effluent flow back into the tank from the absorption system? ___ YES ___ NO

Prior to pumping, was the liquid level in the tank above the outlet tee? ___ YES ___ NO

Is the system design gravity feed? ___ YES ___ NO

Are there wells located on the adjacent property? ___ YES* ___ NO

* Indicate distance of the well(s) from: Septic Tank _____ft. , Leach lines _____ft. , Seepage Pit _____ft.

Indicate distances from springs, lakes, and other natural drainage course for the following:

Septic Tank _____ ft. Leach lines _____ ft. Seepage Pits _____ ft.

Additional Comments: _____

Initial: _____ It is my opinion that the system appears to be in good working order and can be expected to function properly with proper maintenance. No repairs are necessary at this time.

Initial: _____ It is my opinion that the system is not in good working order and will not function properly without the following repairs: _____

I certify under penalty of perjury that the foregoing is true and correct:

Signature _____ C-42 State License Number _____ Expiration Date _____

Name of Company holding C-42 License (Sanitation System Contractor) _____

Address _____ Phone Number _____