

ENVIRONMENTAL HEALTH DEPARTMENT

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Outline of Septic System Permitting Process

1. **First complete a Septic Permit Application and your fee to the Big Horn County Health Department. Send the request in two weeks prior to your desired site visit date. Once reviewed by the sanitarian, you will be contacted, and a site visit will be arranged if necessary.**
 - a. If you are interested in obtaining a septic system guarantee letter for a lending agency or related agency, complete a written request with appropriate fees. Allow 2 weeks for scheduling. Information from the site visit will be retained for future references.
2. If a site visit is necessary, dig an 8-foot-deep hole within 25 feet of your proposed septic drainfield. This can be done either by yourself or an installer.
3. During the site visit, the sanitarian will analyze the soil profile for your proposed septic system based on the number of bedrooms or proposed daily wastewater amount you plan to have in the house/building. It is handy to have your backhoe operator/installer there to fill the hole after the soil profile analysis is complete.
4. **Work may not begin on the installation of the septic system until a completed permit application and applicable fee have been received and a permit to construct has been issued from the sanitarian.**
 - a. The fee for a septic system installation by a certified installer is \$475.00 (includes site visit), whereas a system not installed by a certified installer is \$675.00 (includes site visit).
 - b. This fee is different for Big Horn County-approved subdivisions – it is \$150.00 with a certified installer and \$300.00 with a noncertified or owner installer if system is installed in previously approved location.
 - c. Replacement system permit fees using a certified installer - drainfield only - \$100.00 and - tank only - \$75.00. Replacement system permit fees using an uncertified installer or owner is - drainfield only - \$150 and - tank only - \$100.00.
 - d. The permit application fee includes the final inspection(s).
5. **A final inspection is required before the system is buried.** You may want to schedule this at least a week in advance. A completed installer's report form is also required before an operating permit may be issued. This is **due within 10 days after the final inspection** has been completed.
6. After a final inspection has been completed and the report form received, the sanitarian will issue the final septic permit. We will send you a copy for your property records. The original will be kept on file in the Big Horn County Public Health office for future references.