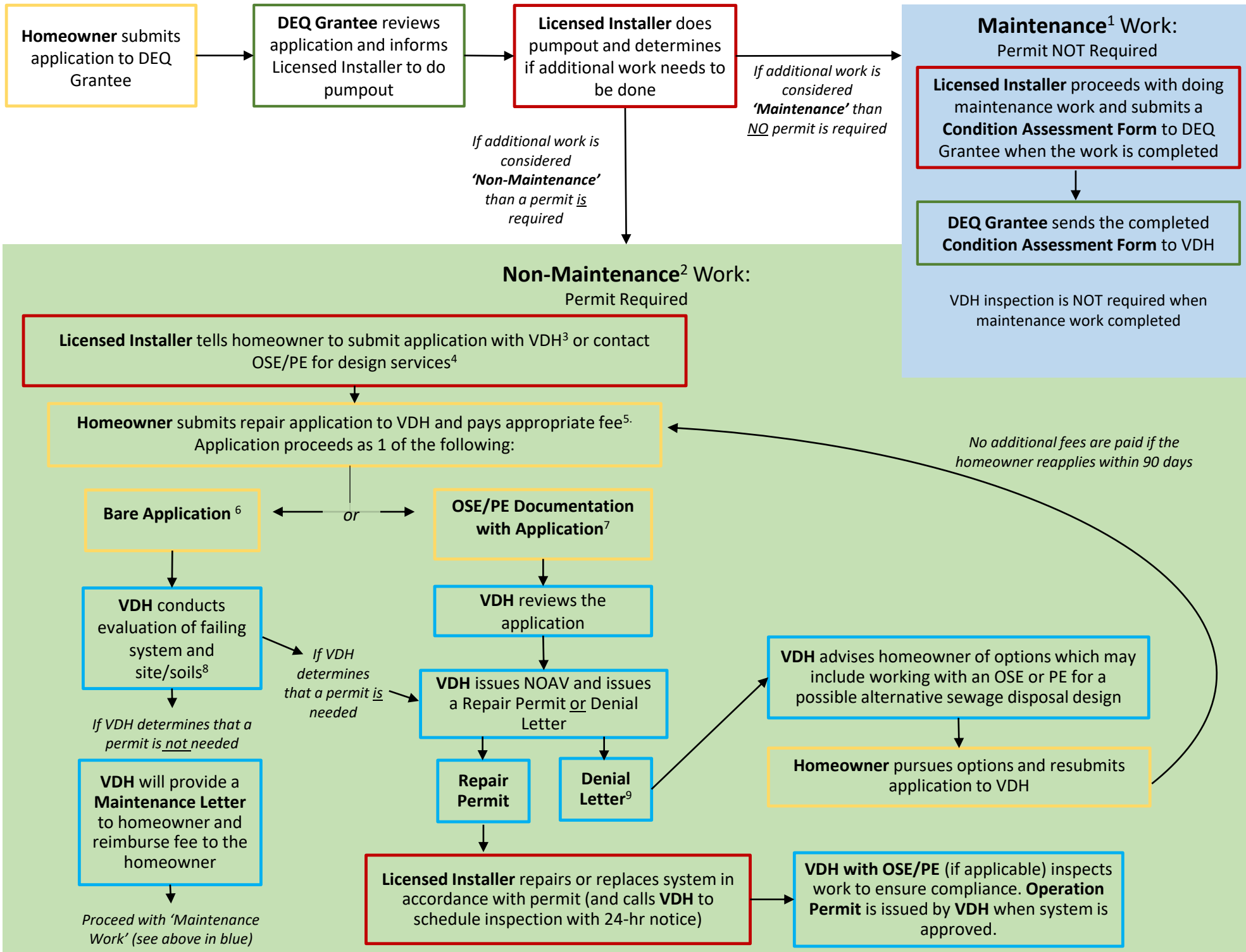


VDH Permitting Process with DEQ 319 Program



VDH Permitting Process with DEQ 319 Program – Footnotes and Written Instructions

Footnotes to Graphic:

- ¹ - **Maintenance** work defined as: (i) performing adjustments to equipment and controls or (ii) in-kind replacement of normal wear and tear parts that do not require a construction permit for adjustment or replacement of the component such as light bulbs, fuses, filters, pumps, motors, sewer lines, conveyance lines, distribution boxes, header lines, or other like components. "Maintenance" includes pumping the tanks or cleaning the building sewer on a periodic basis.
- ² - **Non-maintenance** work (permit required) includes replacement of tanks, drainfield piping, and subsurface drainfields.
- ³ - For FY20, VDH can provide site evaluation and design services if the home is the primary place of residence and the applicant meets one of the hardships (insufficient number of private sector service providers or applicants household income is less than or equal to 400% of the FPG). If the home is not the primary place of residence, then the applicant must work with a private sector provider for site evaluation and design services.
- ⁴ - If the homeowner is working with an OSE/PE, the OSE/PE will conduct the evaluation of the failing system and site/soil. VDH may elect to conduct a review of the OSE/PE's evaluation, but such a review is not required.
- ⁵ - As of 7/1/19, a fee is required for repair applications. The fee is \$425 for a "bare application" or \$225 if the application includes private sector (OSE/PE) documentation. The fee is waived if the household income is ≤ 200% of the FPG and proof of income provided.
- ⁶ - A bare application is an application for construction permit submitted without supporting documentation from a properly licensed private sector designer (OSE/PE).
- ⁷ - Condition Assessment Form should be part of the OSE/PE documentation with the application.
- ⁸ - Condition Assessment Form is completed by VDH documentation with the application.
- ⁹ - At any point VDH denies an application, this is an opportunity for the homeowner to request a refund of the fee they paid to VDH or they may reapply within 90 days with no additional fee. Their fee will be refunded if the following apply: they are the property owner or owner's agent, the property is intended to serve as a primary place of residence and they do not appeal the denial.

Paperwork to be completed:

Condition Assessment Form is a tool used by VDH, licensed installers, and OSE/PE's to evaluate the condition of an existing onsite sewage system (OSS). The evaluator can use this form to help determine where in the OSS a failure has occurred or maintenance is needed. This form is found in VDH's GMP 2017-02. The Condition Assessment Form should be completed by installers when maintenance work is completed to confirm the maintenance work was necessary and when VDH/OSE/PE conducts an evaluation of the existing OSS.

Maintenance Letter is a letter sent by VDH to the homeowner. The maintenance letter is only sent if after conducting an evaluation of an existing OSS, VDH finds the work needed to bring the OSS back into working order falls under the definition of "maintenance" and a permit from VDH is not required. This letter will only be sent if the homeowner has submitted a repair application to VDH.