

**Hunterdon County Health Department  
Septic Permit Application Checklist  
New Construction and Alterations**

This checklist is designed to guide you through the process of installing a septic system on your property. The checklist is for new construction and alterations only. An alteration is a new system installed on a property as a replacement to an existing system.

	<b>What to do</b>	<b>Time To complete</b>	<b>Who does it</b>
1.	Hire engineer.		Applicant
2.	Conduct soil permeability tests and soil logs in the presence of township witness.		Engineer
3.	Design septic system.		Engineer
4.	Submit 4 copies of plan to HCHD along with 4 copies of completed individual sewage disposal system application form and fees.		Engineer or Applicant
5.	Plans reviewed	<b>from 3-5 weeks</b>	HCHD
6.	If not approved, rejection letter sent via email to engineer and copy to applicant.		HCHD
7.	Submits revisions, if needed.		Engineer
8.	Revisions reviewed	<b>from 3-5 days</b>	HCHD
9.	Obtains the following additional approvals if needed: <ul style="list-style-type: none"> <li>• Soil conservation(alterations only)</li> <li>• Local BOH waivers for alterations</li> <li>• NJDEP approval for new construction that does not conform with state code</li> <li>• GP25- Wetlands for alterations</li> </ul>		Up to applicant to make sure his/her issues are put on Board of Health agenda. Applicant should work with engineer on these issues.
10.	Provides approvals to HCHD.		Applicant
11.	Application approved. HCHD calls applicant. Application mailed to applicant or applicant picks up approved designs.		HCHD
12.	Applies for Local Construction Permit.		Applicant
13.	Hires Septic Installer.		Applicant
14.	Calls HCHD for required inspections.		Installer
15.	As-built, suitable fill certification, other required certification submitted to HCHD for review	<b>Up to 2 days for review by HCHD</b>	Submitted by engineer
16.	Issues "Certificate of Completion".	<b>Up to 2 days</b>	HCHD
17.	Takes "Certificate of Completion" to local construction official to apply for "Certificate of Occupancy".		Applicant

**HCHD**=Hunterdon County Health Department