



**Public Health**  
Prevent. Promote. Protect.

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# Hunterdon County Department of Health



[www.co.hunterdon.nj.us/health.html](http://www.co.hunterdon.nj.us/health.html)

## HEALTH DEPARTMENT IS OPEN TO THE PUBLIC

### PLEASE READ BEFORE ENTERING THE HEALTH DEPARTMENT

#### NEW POLICY PROCEDURES FOR THE HEALTH DEPARTMENT

As you are aware a state of emergency has been issued as a result of COVID-19. The County Health Department continues to provide essential services to residents and businesses however we encourage conducting business by phone, fax, or email when possible.

Below are changes to the flow of specific types of paperwork through our office.

- Final Paperwork packets
  - Final paperwork packets will be mailed to the applicant
  - If resident needs the certificate of completion sooner, we will fax or email the document to them
  - Final paperwork packets to be picked up are in the basket in our downstairs conference room
- Approved septic designs (new, alterations and repairs)
  - Approved designs will be mailed
  - If the property owner or excavator wants to pick up the approved design, they will be in a basket on a table in our downstairs conference room
  - Approved septic designs to be picked up are in the basket on the table in our downstairs conference room
- Dropping off septic plans, construction referrals, final paperwork documents
  - Will encourage residents, contractors, engineers to mail in applications
  - If they choose to drop off the applications there will be a drop off basket in our downstairs conference room. The paperwork will be processed, and a receipt will be mailed. This basket will be checked on a regular basis
  - Please put any plans, permits, or referrals in the basket on the table in our downstairs conference room.
- Archive file requests
  - Archive files will be available for review Tuesday and Wednesday between the hours of 10:00 am and 2:00 pm

IF YOU NEED TO SUBMIT AN APPLICATION, THEY ARE ON THE TABLE.  
PLEASE FILL THEM OUT AND LEAVE IN THE DROP OFF BASKET