



Town of Mount Hope

Building Department
1706 Route 211 West
Otisville, NY 10963
(845) 386-9949

Permit # _____

Sewage Disposal System Application (Onsite Wastewater Treatment Systems)

Application is hereby made to perform the following repairs and alterations to the provisions of the 2020 Residential Code of NYS, and the ordinances of the Town of Mount Hope.

NOTE: ALL building permits require a copy of: Certificate of Worker's Compensation, Disability and Liability Insurance (minimum \$1,000,000) if a contractor is doing the work or if a homeowner is doing the work, a copy of your Homeowner's Insurance is needed as well as a CE-200. Also a **site plan** showing location and detailed drawings is required.

******ALL permits require INSPECTIONS or a VIOLATION will be served******

Date: _____ Section: _____ Block: _____ Lot: _____

Applicant's Name: _____ Phone # _____

Applicant Type: (Owner, Builder, Engineer, Architect, Agent, Contractor) _____

Owner of Property: _____ Phone # _____

Owner's address: _____

Location for Property: (If different than above) _____

Contractor Name: _____ Phone # _____

Engineer Information: _____ Phone # _____

Application is for:

☐ New System ☐ Repair to existing system ☐ Replacement of existing system ☐ Residential ☐ Other

Answer ALL of the following:

A. Number of bedrooms: _____ B. Size of lot: _____ C. Use of garbage disposal: Y / N

D. Slope of Land: _____ E. Type of water system: _____ F. Hot tub/Spa Y / N

Description of proposed work: _____

Cost of project \$ _____

PROCEDURE FOR A SEPTIC PERMIT

1. All systems are required by NY State Law to be designed by a Professional Engineer or Architect.
2. A DETAILED site plan specific to the property must be included with the application (generic site plans will not be accepted.) NO EXCEPTIONS
3. Site plan MUST SHOW SEPARATION DISTANCES and include:
 - A. House location
 - B. Well location (including neighbors)
 - C. Road
 - D. Lakes, rivers, streams, ponds, drainage ditches, culverts, etc.
 - E. Property lines
 - F. Septic system components; Tank, D-box, Pump station if applicable, absorption trenches, etc.
4. ALL SYSTEMS MUST BE INSPECTED BY AN ENGINEER **BEFORE** BACKFILLING
5. Engineer must provide this office with either a letter stating the system was installed according to the plans or a notation on the plans indicating such.
6. Only after receiving **ALL** of the above will this office issue a Certificate of Compliance.

******* IF DURING EXCAVATION, SITE CONDITIONS REQUIRE A DEVIATION FROM THE ORIGINAL PLAN, THE ENGINEER MUST BE NOTIFIED. ON NEW CONSTRUCTION "AS BUILT" PLANS WILL BE ACCEPTED PROVIDED ALL OF THE ABOVE IS INCLUDED AND SIGNED OFF BY THE ENGINEER.*******

Findings of the percolation tests must be sketched on at least a minimum size 8 ½ x 11 paper attached to this application and bear the signature of the engineer conducting the test. Show the location of all structures and location of the well if applicable.

The design and installation of the Waste Water Treatment System must conform to the Appendix 75-A of the New York State Sanitary Code.

Tests are required to be made by a person certified and registered by the State of New York.

NO PART OF THE WASTE WATER TREATMENT SYSTEM SHALL BE COVERED / BACKFILLED UNTIL AN ENGINEER HAS CONDUCTED AN INSPECTION OF THE SYSTEM AND HAS GIVEN HIS AUTHORIZATION TO DO SO.

Applicant's Signature: _____

I have read the requirements of this application.

Approved _____ Fee Paid _____

Disapproved: _____ Reason: _____

Building Inspector _____ Date _____

Certificate of Use/Compliance will only be issued *after* the **Affidavit of Final Cost** is notarized and submitted & a **Final Inspection** is completed and approved.



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PERMIT APPLICANTS

Orange County Department of Public Works now requires that the following note be placed on all drawings that involve permits that adjoin a county roadway and involve access to, drainage to, or any other services on a County road;

NO site preparation or construction shall commence until a valid entrance permit has been secured from the Orange County Department of Public Works under section 136 of the Highway Law

If this note is not present on the drawings, the application will be rejected without further review by the Building Department!