



**GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION**

**100 W Broadway Suite 31  
Montesano, WA 98563  
360-249-4413  
360-249-3203 fax**

**ON-SITE SEWAGE APPLICATION**

NEW SYSTEM       REPAIRED SYSTEM       EXPANDED SYSTEM       EXISTING SYSTEM

**\*REQUIRED FIELDS**

\*Site Address \_\_\_\_\_

\*Applicant's Name \_\_\_\_\_ \*Signature \_\_\_\_\_

\*Applicant's Mailing Address \_\_\_\_\_ \*City \_\_\_\_\_

\*State \_\_\_\_\_ \*Zip \_\_\_\_\_ \*Phone (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

\*Owner's Name & Address \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ \*Parcel # \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Div. \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

\*Directions to Site \_\_\_\_\_

\*Description of proposal \_\_\_\_\_

\*Property Size \_\_\_\_\_ \*Total # of Bedrooms \_\_\_\_\_ \*Basement Plumbing:  YES  NO

\*Type of Building:  Single Family       Multi-Family       Food Establishment       Commercial

\*Water Supply:  Individual       2 Party       Public      Name of Water Supply \_\_\_\_\_

For Existing Systems: Number of Existing Bedrooms \_\_\_\_\_ Proposed Additional Bedrooms \_\_\_\_\_

\*\*\*\*\*

**FOR ENVIRONMENTAL HEALTH USE ONLY**

Soil Type \_\_\_\_\_ Application Rate \_\_\_\_\_ Existing Permit # \_\_\_\_\_

Depth of Water Table or Indicators \_\_\_\_\_ Date \_\_\_\_\_

Absorption Area \_\_\_\_\_ Sq.Ft.      Date      Record of Action      By

Drainfield Total Length \_\_\_\_\_ Feet

Trench Depth \_\_\_\_\_ Inches

Trench Width \_\_\_\_\_ Inches

Septic Tank \_\_\_\_\_ Gallons

Pump Required \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

System Designer \_\_\_\_\_ Sewage Installer \_\_\_\_\_

Approved & Issued \_\_\_\_\_ By \_\_\_\_\_ Final Inspection \_\_\_\_\_ By \_\_\_\_\_

Hold \_\_\_\_\_ Reason \_\_\_\_\_ By \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason \_\_\_\_\_ By \_\_\_\_\_

THIS PERMIT EXPIRES \_\_\_\_\_ Permit # \_\_\_\_\_





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**\$35 Review Fee**

**WATER AVAILABILITY VERIFICATION PERMIT\***

**\*Only permit applications with original signature by purveyor will be accepted (no fax copies)**

Prior to the issuance of a building permit for any building requiring potable water, evidence of an adequate water supply must be provided by the applicant to the Grays Harbor County Planning and Building Division. Please complete to verify water availability for a public water system.

**Public Water Systems with more than Two Connections**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Parcel # \_\_\_\_\_ Site Address \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE WATER PURVEYOR (CHECK ONE BOX ONLY)**

- The \_\_\_\_\_ Public Water System is capable of and willing to supply water to the above referenced parcel number for \_\_\_\_\_ connections. The above public water system is approved for \_\_\_\_\_ service connections. It is currently serving \_\_\_\_\_ connections. The water system facilities necessary to adequately provide service to this site have been designed, approved and installed per Washington Administrative Code (WAC) 246-290.
- The \_\_\_\_\_ Public Water System is not currently capable of supplying water to above referenced parcel number for \_\_\_\_\_ connection(s), nor do we anticipate any change in status of this determination within 120 calendar days from the signature date below.

Water Purveyor Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(If more space is needed for additional comments, please attach additional pages.)

Purveyor Name \_\_\_\_\_ I.D.# \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**ENVIRONMENTAL HEALTH DIVISION USE ONLY**

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ Receipt # \_\_\_\_\_

Sewage Permit # \_\_\_\_\_ Building Permit # \_\_\_\_\_ Water Availability Permit # \_\_\_\_\_



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### INSTRUCTIONS FOR LOAN INSPECTION REPORT REQUEST

A Report Regarding Status Of Private Sewage Disposal System And/Or Bacteriological Quality Of Domestic Water Supply

- FEES:
- |  |       |
|--|-------|
| <input type="checkbox"/> Septic Inspection report only | \$205 |
| <input type="checkbox"/> Water Supply report only      | \$100 |
| <input type="checkbox"/> Both Septic and Water reports | \$226 |
| <input type="checkbox"/> Septic or Water Re-inspection | \$ 60 |
| <input type="checkbox"/> Lab fee                       | \$ 21 |

1. Applications must be filled out entirely. If not completed the application will be returned. As much information as possible, i.e., drainfield location and previous owners, will speed up the process. Your correct legal description and parcel number must be on the application. If located in a subdivision, indicate the plat name, lot, block, and/or division number. (This information may be found on your property tax statement or by calling the Grays Harbor County Assessor's Office.)
2. The inspection will generate a report, not an approval or disapproval of the system, unless the system is physically failing. Houses not occupied for the previous 60 days or longer will not be evaluated as to functional status.
3. If the inspection reveals a failing system, it must be repaired per Grays Harbor County Ordinance #204 relating to on-site sewage.
4. **The site must be properly prepared prior to inspection.** The septic tank must be uncovered - inspection ports exposed for determining the condition of the sanitation tees or baffles (both inlet and outlet). The tank may need pumping after the inspection. If no permit is on file and you wish the system to be verified, the entire tank, D-box or tee and end of drainlines will need to be exposed for inspection.
5. If you need a water quality report in addition to the sewage report, allow an additional three to four days for completion of the lab analysis. If the water supply is a spring or shallow dug well, it will need protection and treatment before we can approve the supply. Please indicate on the reverse side of this page the location of the well in reference to your residence.
6. In terms of revising comments on an application after needed changes have been made, a new application will be required along with a \$60 re-inspection fee. **If the site is not properly prepared when indicated as such, and an inspection is attempted, a \$60 re-inspection fee will be charged.**
7. Completed reports will be returned to the applicant unless otherwise indicated. Please use complete addresses. *The site will be evaluated as soon as possible. The amount of time to process your application will vary with the workload of this office. Your patience is appreciated..*

Site is Properly Prepared                       Applicant Will Call When Ready                      Date \_\_\_\_\_

By the presence of my signature I affirm that I have read and understand all of the above.

Name \_\_\_\_\_ Signature \_\_\_\_\_



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**LOAN INSPECTION REPORT REQUEST**

A Report Regarding Statue Of Private Sewage Disposal System And/Or Bacteriological Quality Of Domestic Water Supply

- FEES:  Septic Inspection report only \$205  
 Water Supply report only \$100  
 Both Septic and Water reports \$226

Property Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Subdivision \_\_\_\_\_ Div \_\_\_ Lot \_\_\_ Blk \_\_\_

Occupant Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Property Owner \_\_\_\_\_ Number of Units \_\_\_\_\_

Is the property occupied year round?  Yes  No If no, last date of occupancy \_\_\_\_\_

Number of bedrooms per unit \_\_\_\_\_ Water supply:  Individual  2-Party  Public (Name) \_\_\_\_\_

Year house was build \_\_\_\_\_ Name of original owner \_\_\_\_\_

Do all plumbing fixtures, including laundry, drain into the septic system?  Yes  No

Date the septic tank was last pumped \_\_\_\_\_ (Please provide receipt if pumped within past 3 years)

Are there any hazards on the property about which the inspector should be advised? (dog, alarms, etc.)

\_\_\_\_\_  
 \_\_\_\_\_

Directions to the site \_\_\_\_\_

REPORT(S) WILL BE MAILED TO:

- Applicant  
 Lending Information Name \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 Other Name \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_

BY SIGNING THIS FORM, THE APPLICANT CERTIFIES THAT the inspector is authorized to visit the property and the occupant , if any, has been notified of this request.

The appropriate fee for this inspection is due at application. Checks or money orders should be made payable to Grays Harbor County.

Applicant is the  Authorized Agent  Potential Buyer  Property Owner

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Address \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**LOAN INSPECTION REPORT**

FOR ENVIRONMENTAL HEALTH DIVISION USE ONLY:

Site Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Application Number \_\_\_\_\_ Receipt Number \_\_\_\_\_

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Record search by \_\_\_\_\_

Original Permit Number \_\_\_\_\_ Repair Permit Number \_\_\_\_\_ Date \_\_\_\_\_

- 1. Sewage permit records are  On file  Not on file
- 2. Sewage system construction is  Approved\*  Not approved  Verified\*\*
- 3. Evidence indicates sewage system is  Failing  Not failing\*\*\*  Unable to evaluate
- 4. Bacteriological analysis indicates the water is .....  Satisfactory  Unsatisfactory
- 5. The visible water system components are  In satisfactory compliance with sanitary standards  
 Not in satisfactory compliance with sanitary standards

\*An approved system requires a complete record of construction detail on file, including a final inspection of the completed system and the permit issued by this Department.

\*\*A verified system is a system where the drainfield location, construction, and size are unknown due to no records on file. The septic system could have been installed before Environmental Health Division records or installed without a permit. The verification occurs when the septic tan, D-box or tee, and ends of drainlines are uncovered by the applicant, and the system appears to be in working order upon inspection by the Environmental Health staff. Verified systems cannot be approved for expanded uses or replacement dwellings in most cases.

\*\*\*A DETERMINATION OF NO OVSERVABLE FAILURE IS NOT A GUARANTEE OF FUTURE PERFORMANCE OF THE SEWAGE DISPOSAL SYSTEM.

Date of Inspection \_\_\_\_\_

Comments

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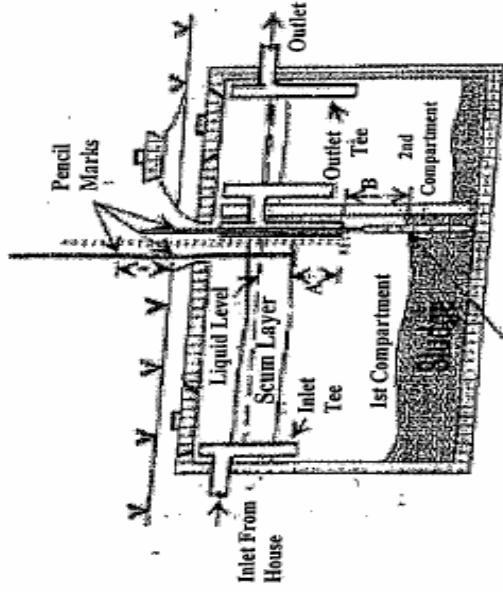
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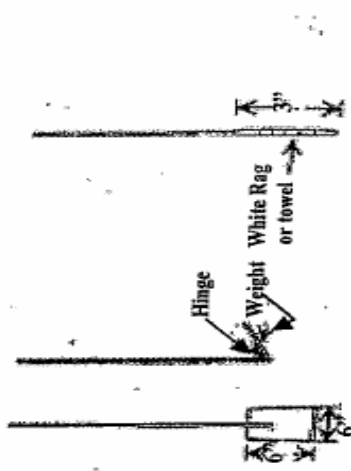
Inspector \_\_\_\_\_ Date \_\_\_\_\_

# Inspecting Your Septic Tank



**Black Color Distinguishes Sludge. Layer From Liquid**  
**Pump Out Tank When: "A" is 3" or Less or "B" is 12" or Less**

## Scum Measuring Devices Sludge Measuring Device



### Measuring the Scum Level

*This procedure is for determining the distance between the bottom of the scum layer and the bottom of the outlet baffle or tee.*

1. Establish a convenient reference point, such as a stick laid on the ground across the hole.
2. Attach a 6 inch square board to the bottom of a stick at least 6 inches long.
3. At the outlet end of your tank's first compartment, carefully push through the scum layer to find the bottom of the baffle or tee.
4. Mark your stick at the reference point to indicate the bottom of the baffle or tee.
5. Raise the stick until you feel or see the stick contact the bottom of the scum layer.
6. Mark your stick again at the reference point to indicate the bottom of the sludge.

### Measuring the Sludge Level

*The procedure is for determining the distance from the bottom of the outlet baffle or tee to the top of the sludge layer.*

1. Wrap 3 feet of a white rag or old toweling around the bottom of a stick at least 6 feet long and fasten it with pate or string.
2. Carefully lower the stick to the bottom of the first compartment. To avoid pushing it through the scum layer, lower the stick behind the outlet baffle or through the outlet tee.
3. Hold the stick in the tank for a few minutes to allow sludge particles to adhere to the towel. Mark the stick at the reference point to indicate the bottom of the tank.
4. Hold the stick in the tank for a few minutes to allow sludge particles to adhere to the towel. Mark the stick at the reference point to indicate the bottom of the tank.
5. Lay the stick beside the scum stick. Line up the top pencil marks.
6. Measure the distance from the bottom of the scum stick to the top of the dark stain on the sludge stick.
7. If the distance is 12 inches or less, your tank needs to be pumped.

## Septic Tank Maintenance

The lack of septic tank maintenance can cause sewage to back up into your house or solids to overflow to the drainfield. Once solids leave through the tank outlet, they can quickly clog a drainfield to the point where a new one is required. Most septic tanks need to be pumped every 3 to 5 years, depending on the tank size, and the amount and type of solids entering the tank. The inspection of the sludge and scum level is the only way to determine when a tank needs to be pumped. This is not necessarily a pleasant task, but can be done relatively easily. Septic tank pumping firms are available to perform this inspection.

## Other Important Maintenance Information

1. Special septic tank additives will not reduce the need for regular pumping. These products can even cause solids to carry over to the drainfield causing early system failure. Some of these compounds have been shown to pollute the groundwater.
2. Materials not easily decomposed, including sanitary napkins, coffee grounds, cooking fats, bones, disposable diapers, and cigarette butts should never be flushed into a septic tank. They will not degrade in the tank, and will increase the need for more frequent tank pumping. They also can clog inlets, outlets, and the drainfield.
3. When pumping, leaving solids in the septic tank to aid in the starting of the system is not necessary. However, the septic tank must not be disinfected, washed, or scrubbed.
4. When the septic tank manhole is open, check the condition of the inlet and outlet baffles. Have the septic tank pumper replace them if they are in poor condition or are missing.

## Preventative Maintenance Record

Date	Work Done / Comments	Firm	Cost

5. If you do not know where your septic tank is located, records of its location maybe available at your local health department. If no record exists, probing with a steel rod gently tapped into the ground, starting five feet from where the sanitary sewer leaves the house, should help you find it.
6. Septic tank pumps are advertised in the yellow pages of the telephone directory. Lists of the licensed pumpers are also available from your local health department.
7. Garbage grinders should not be used unless additional capacity is built into the septic tank and drainfield. They use excessive amounts of water. The ground garbage increases the wastewater strength and the need for more frequent pumping of the tank.
8. Equipment is also commercially available to measure scum and sludge levels.
9. Never enter any septic tank. Poisonous gases or the lack of oxygen can be fatal. Any work on the tank should be done from the outside.
10. Keep accurate records of the location of your septic tank as well as dates when the tank has been inspected or pumped.





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### Septage Disposal Report Form

Firm Name:

Address:

Report Month:

Phone #

DATE	PUMP SITE ADDRESS	VOLUME PUMPED	LAST NAME	PARCEL # (County will fill this)	PERMIT # information in)

List each disposal plant used with total amount of septage disposed of (as receipted by the plant), and date of each disposal.

PLANT	DATE	VOLUME	PLANT	DATE	VOLUME

I certify that the above report is accurate to the best of my knowledge and understand that falsification of information is grounds for license revocation.

\_\_\_\_\_  
Signature Date