



Alameda County Department of Environmental Health Land Use Program

1131 Harbor Bay Pkwy, Alameda, CA 94502

Phone: 510-567-6700 ♦ Fax: 510-337-9335 ♦ Web: www.acgov.org/aceh/landuse

Onsite Wastewater Treatment System (OWTS) Service Request Application

OFFICE USE ONLY

Date Rec'd:

Rec'd By:

Amt \$:

PE Code:

SR#:

ON#:

SERVICE REQUEST TYPE & MINIMUM FEE DEPOSIT (CHECK ALL THAT APPLY)

SERVICE REQUEST TYPE	FEE	PE CODE	SERVICE REQUEST TYPE	FEE	PE CODE	SERVICE REQUEST TYPE	FEE	PE CODE
<input checked="" type="checkbox"/> APPLICATION PROCESSING FEE	\$145	2613	<input type="checkbox"/> PRELIMINARY DESIGN REVIEW	\$1,587	2602, 2603, 2604			
<input type="checkbox"/> CONSULTATION MEETING	\$145	2613	<input type="checkbox"/> FINAL DESIGN REVIEW	\$433	2604	<input type="checkbox"/> OPERATING PERMIT	\$288	2606
<input type="checkbox"/> SITE VISIT/EVALUATION	\$433	2601	<input type="checkbox"/> CONSTRUCTION PERMIT STANDARD OWTS	\$866	2605, 2614	<input type="checkbox"/> OPERATING PERMIT RENEWAL	\$288	2606
<input type="checkbox"/> OWTS PERFORMANCE/SITE EVALUATION	\$433	2601	<input type="checkbox"/> CONSTRUCTION PERMIT ADVANCED OWTS	\$1,011	2605, 2613, 2614	<input type="checkbox"/> POTABLE WATER SUPPLY WELL SOURCE TESTING	\$433	2607
<input type="checkbox"/> EXISTING AS-BUILT PLAN REVIEW	\$433	2604	<input type="checkbox"/> OWTS ABANDONMENT PERMIT	\$433	2612	<input type="checkbox"/> DEED RESTRICTION	\$145	2613

Indicated fees are due upon application submittal. Fees can be paid via ☐ cash, ☐ credit card, ☐ check or ☐ money order.

Please return this application to ACEH in person, or by mail at 1131 Harbor Bay Parkway, Ste 111, Alameda CA, 94502.

All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue.

PROPERTY ADDRESS

Alameda County Assessor's Parcel Number (APN):

Street:

City:

State:

Zip Code:

PROPERTY OWNER INFORMATION

Property Owner Name:

Mailing Address (☐ same as property address)

Street:

City:

State:

Zip Code:

Phone:

Email:

OWNER'S REPRESENTATIVE

☐ N/A

Name:

Relationship to Owner:

Mailing Address

Street:

City:

State:

Zip Code:

Phone:

Email:

AFFIDAVIT

☐ I attest under penalty of perjury to the truth and correction of all the facts, exhibits, plans, and attachments presented with and made a part of this request.

☐ I have reviewed the requirements and steps for the project phase(s) associated with this application described in the Tables listed on the ACEH Land Use Website at www.acgov.org.

☐ I agree to pay all fees and costs associated with receiving the necessary approvals for my project.

Property Owner Signature:

Date:

Owner's Representative Signature:

Date:

OFFICE USE ONLY

Application Completeness Review: Land Use Staff Signature: _____ Date: _____

Refund Amount: \$ _____ Land Use PM Signature: _____ Date: _____



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Initiating Action for Service Request (CHECK APPLICABLE BOX)

OWNER INITIATED SERVICE REQUEST

☐ N/A

- ☐ Potable Water Supply Source Testing (Flow and Quality)
- ☐ Existing OWTS Abandonment/Sewer Connection
- ☐ Existing OWTS Requiring Corrective Action (failing or in need of repairs)
- ☐ Site Development and Improvement Projects (additions, remodels, new construction, solar, etc.)

REGULATORY AGENCY INITIATED SERVICE REQUEST

☐ N/A

Note: This section should only be filled out if you have been contacted by ACEH regarding one the categories below.

- ☐ Alameda County Public Works Agency (PWA) Referral to ACEH - Building Permit Application
- ☐ Alameda County Community Development Agency (CDA) Referral to ACEH - Subdivision (Tentative & Final Map)
- ☐ CDA Referral to ACEH - Conditional Use Permit (New & Renewal)
- ☐ CDA Referral to ACEH - Site Development Review
- ☐ ACEH Food Program Referral to ACEH - Commercial Food Facility Permits
- ☐ Other Regulatory Agency Referral to ACEH
- ☐ Non-Compliance with ACEH Land Use Program Permits or Directives
- ☐ Complaint Investigation

Project Description

Provide a brief project description:



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OWTS Design Team Information		
OWTS DESIGNER <input type="checkbox"/> N/A		
Company Name:	License Type/No:	
Name of Professional:	<input type="checkbox"/> REHS: _____	Exp. Date: _____
Address:	<input type="checkbox"/> Civil Eng: _____	Exp. Date: _____
Phone:	<input type="checkbox"/> Geologist: _____	Exp. Date: _____
Email:		
SITE SURVEY PROFESSIONAL <input type="checkbox"/> N/A		
Company Name:	License Type/No:	
Name of Professional:	<input type="checkbox"/> Civil Eng: _____	Exp. Date: _____
Address:	<input type="checkbox"/> Land Surveyor: _____	Exp. Date: _____
Phone:		
Email:		
GEOTECHNICAL PROFESSIONAL <input type="checkbox"/> N/A		
Company Name:	License Type/No:	
Name of Professional:	<input type="checkbox"/> Civil Eng: _____	Exp. Date: _____
Address:	<input type="checkbox"/> Geotechnical Eng: _____	Exp. Date: _____
Phone:	<input type="checkbox"/> Cert Eng Geol: _____	Exp. Date: _____
Email:		
OTHER ENVIRONMENTAL CONSULTANT <input type="checkbox"/> N/A		
Company Name:		
Name of Professional:	License Type: _____	
Address:	License No: _____	Exp. Date: _____
Phone:		
Email:		



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OWTS Service Provider Information		
OWTS CONTRACTOR <input type="checkbox"/> N/A		
Company Name:	License Type:	Exp. Date: _____
Name of Professional:	Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C-42 <input type="checkbox"/> C-36	
Address:	License No: _____	
Phone:	-OR-	
Email:	<input type="checkbox"/> Homeowner (Standard OWTS only)	
<input type="checkbox"/> SAME AS OWTS DESIGNER SEPTIC TANK PUMPER <input type="checkbox"/> N/A		
Company Name:	License Type: _____	Exp. Date: _____
Name of Professional:	License No: _____	
Address:		
Phone:		
Email:		
<input type="checkbox"/> SAME AS OWTS DESIGNER OWTS OPERATIONS, MONITORING & MAINTENANCE SERVICE PROVIDER <input type="checkbox"/> N/A		
Company Name:	License Type: _____	Exp. Date: _____
Name of Professional:	License No: _____	
Address:		
Phone:		
Email:		
<input type="checkbox"/> O&M Service Provider Contract Attached		
3RD PARTY INDEPENDENT INSPECTOR <input type="checkbox"/> N/A		
Company Name:	License Type/No:	Exp. Date: _____
Name of Professional:	<input type="checkbox"/> REHS: _____	
Address:	<input type="checkbox"/> Civil Eng: _____	
Phone:	<input type="checkbox"/> Geologist: _____	
Email:		
OTHER SERVICE PROVIDER <input type="checkbox"/> N/A		
Company Name:	License Type: _____	Exp. Date: _____
Name of Professional:	License No: _____	
Address:		
Phone:		
Email:		



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Onsite Wastewater Treatment System (OWTS)

Service Request Application

Application Instructions

Please note, all project applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue.

To initiate regulatory oversight on a project, complete and submit **pages one through four** of this Service Request Application. Fill in all blanks. If a particular item does not apply to your project, check the not applicable box.

Return this application and permit fees, along with **two copies of supporting documents** to the Alameda County Environmental Health Department located at 1131 Harbor Bay Parkway, Alameda, CA 94502-6577. Fees can be paid via cash, credit card, check or money order. ACEH will contact you for additional copies of supporting documents as necessary for approval and distribution to applicable parties.

An application processing fee of \$145 will be charged for processing each Service Request Application. The Service Request Application and supporting documents (certified by qualified professionals) must be legible and otherwise adequate for proper review. Incomplete applications (missing key information and/or supporting documents) will be rejected by ACEH and may be assessed an additional re-submittal processing fee of \$145.00.

Supplementary Tables one through seven are provided on our website at: www.acgov.org/aceh/landuse/permitting_process.htm. These tables provide an overview of owner submittals and requirements and ACEH regulatory oversight steps associated with each type of Service Request. The minimum fees shown on page one of this application were adopted by the Alameda County Board of Supervisors (effective July 1, 2010), and correspond to costs associated with providing ACEH's minimum regulatory oversight steps listed in tables 1 through 7. Actual project costs may be more or less than the minimum fees depending on the complexity or magnitude of the proposed project, documents, or lack thereof, contained in ACEH's case files; interagency coordination; the accuracy of documents submitted to ACEH for review; and the number of review cycles required during the approval process. If the initial fee deposit is depleted, an additional deposit equal to the same amount must be paid to ACEH to continue the approval and/or permitting process. Any excess funds will be refunded to you after the final action on your application.

Copies of this application may be referred to other County Departments and Governmental jurisdictions that have responsibilities with the proposed project. A meeting with ACEH Land Use Program, Applicant, and referral agencies may be conducted after review of this application in order to clarify aspects of the project, determine additional information that may be required, and discuss other relevant issues.

This application may also be referred to interested non-governmental parties, such as adjacent property owners. All issues raised from these referrals must be resolved prior to OWTS plan approval or issuance of a permit.



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Service Request Application Supplemental Tables

Table 1: Existing OWTS Performance Evaluation & As-Built Approval Process

Performance Evaluations are required to assess the current condition of existing OWTS's for projects requiring ACEH review and approval.

OWTS's with unsatisfactory performance evaluations will be required to submit a new Service Request Application, and associated fees for OWTS Repair/Replacement Design Approval and issuance of a Construction Permit.

Minimum fees and requisite supporting documents for Performance Evaluations are dependent on whether ACEH's case files include documentation on existing OWTS. Sites without OWTS documentation must submit As-Built Plans with the Performance Evaluation.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ¹ APPLICATION FEE: \$145	MINIMUM SUBMITTALS/REQUIREMENTS Submit a Completed SRA , Fees and Supporting Documents to ACEH	MINIMUM OVERSIGHT STEPS SRA & Fee Processing & Completeness Review (1.0 hr)
EXISTING OWTS PERFORMANCE EVALUATION MINIMUM FEES: \$433	MINIMUM SUBMITTALS/REQUIREMENTS Review Case Files provided by ACEH ² Conduct Performance Evaluation Submit Performance Evaluation & Recommendations Report ³	MINIMUM OVERSIGHT STEPS File Review (1.0 hrs) Performance Evaluation Report Review & Approval (1.5 hrs)
EXISTING OWTS AS-BUILT PLANS⁴ MINIMUM FEES: \$433	MINIMUM SUBMITTALS/REQUIREMENTS (AS APPLICABLE) Submit Existing OWTS As-Built Plans ³	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE) Existing OWTS As-Built Plan Approval (2.5 hrs)
SITE VISIT/EVALUATION⁵ ADDITIONAL FEES: \$433	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE) Schedule Site Meeting with ACEH	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE) Site Visit & Meeting (2.0 hrs)

¹ **All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue**

² ACEH will provide documents to the property owner from case files that are pertinent to conducting the performance evaluation

³ Must be prepared by a qualified OWTS designer

⁴ Submit As-Built Plans and Fees with Performance Evaluations for undocumented OWTS's

⁵ If requested (by Owner or required by ACEH) while conducting Performance Evaluation or based on As-Built Plans



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Service Request Application Supplemental Tables

Table 2: Preliminary OWTS Design Approval Process (MINIMUM FEES: \$1,587¹)

Preliminary Designs are required for all new and replacement OWTS projects. Requisite information must be provided in a bound Preliminary Basis of Design Report and shown on Preliminary Plans certified by a qualified OWTS Designer.

ACEH recommends review and approval of the Preliminary OWTS design prior to submittal of Building, Demolition, and/or Grading plans to Local Building Departments and/or Permit Applications to Local Community Development Agencies.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
SITE EVALUATION (SOIL PROFILE \$721 + PERCOLATION TESTING \$433) = MINIMUM FEES: \$1154	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACEH	File Review (1.0 hr)
	Schedule Initial Site Visit with ACEH (may be scheduled concurrently with Soil Profile)	Initial Site Meeting (1.0 hrs)
	Conduct Site Evaluation Field Work: <ul style="list-style-type: none"> Conduct Soil Profile Testing³ Conduct Soil Percolation Testing³ 	Site Visits/Field Work Observation (5.0 hrs) <ul style="list-style-type: none"> Soil Profile Testing Observation (Optional) Soil Percolation Testing Observation (Optional)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Potable Water Supply Well Testing (Flow & Quality) ⁴	
	Conduct Wet Weather Groundwater Investigation ³	Wet Weather Investigation Observation (Optional)

(Table 2 continued on next page)

¹ Includes minimum fees for Site Evaluation, Preliminary Basis of Design Report & OWTS Plans listed on pages C-1 through C-3 (does not include Application Processing Fee)

² ***All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue***

³ ACEH must be notified three days prior to conducting field work

⁴ Required for sites using well or spring water as potable water supply. See Table H for requirements and fees



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Service Request Application Supplemental Tables

Table 2: Preliminary OWTS Design Approval Process

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
PRELIMINARY OWTS BASIS OF DESIGN REPORT¹ MINIMUM FEES: \$433 ²	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Prepare Preliminary OWTS Basis of Design Report	
	Submit Preliminary OWTS Basis of Design Report	Preliminary OWTS Design Report Rvw & Approval (1.0 hrs)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Provide Cumulative Impact Assessment Report	Cumulative Impact Report Review and Approval ³
	Provide Geotechnical Report	Geotechnical Report Review and Approval
	Provide Storm Water Diversion Structures Preliminary Hydraulic Calculations	Storm Water Diversion Structures Review and Approval
	Provide Biological Assessment Report	Biological Assessment Report Review and Approval
	Provide Copy of Zone 7 Permit	Permit Review
	Provide Copy of RWQCB's Report of Waste Discharge	ROWD Review

(Table 2 continued on next page)

¹ Preliminary Basis of Design Report must include information pertinent to determining the feasibility of the proposed OWTS design including: site evaluation data (soil profile and percolation logs & standard operating procedures); potable water supply source data (flow test data, analytical laboratory reports, determination of adequacy of flow rate and safety of potable water supply, well construction documentation, spring catch basin construction details, official proof of public water supply connection, water treatment documentation, and/or copies of State or County water permit); design constraints; preliminary design calculations; code variances; etc.

² **Minimum Fees include costs for review of preliminary design documents (OWTS Basis of Design Report and OWTS Preliminary Plans)**

³ ACEH, Zone 7, RWQCB, USACE, Local Public Works Agency Approval



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Service Request Application Supplemental Tables

Table 2: Preliminary OWTS Design Approval Process

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
PRELIMINARY OWTS DESIGN PLANS¹ MINIMUM FEES: (INCLUDED IN BASIS OF DESIGN REPORT MINIMUM FEES)	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Prepare Prelim Site & OWTS Plans Utilizing Topographic Base Map & Showing Setbacks	
	Submit Preliminary OWTS Design Plans	Preliminary OWTS Design Plans Rvw & Approval (1.5 hrs)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Provide Building Permit Plans Submitted to the Local Public Works Agency	Building Permit Plan Review
	Provide Grading Permit Plans Submitted to the Local Public Works Agency	Grading Permit Plan Review
	Provide Demolition Permit Plans Submitted to the Local Public Works Agency	Demolition Permit Plan Review
	Provide Permit Plans Submitted to the Local Community Development Agency (CDA)	CDA Permit Plan Review
	Provide Other Relevant Plans (Landscaping, etc.)	Other Plan Review
VARIANCES ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Request Variance from State OWTS Policy Regulations from RWQCB	RWQCB & ACEH Consultation
	Request Variance from Alameda County OWTS Regulations from Board of Supervisors	Document Prep & Variance Hearing Attendance
INTERAGENCY COORDINATION ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
		Coordination with Other Regulatory Agencies

End of Table 2

¹ Preliminary Design Plans must include information pertinent to determining the feasibility of the proposed OWTS design including: topographic contour lines and site map with dimensioned setbacks and slope designations showing site buildings, structures, surface water body alignments, onsite and offsite water supply wells, location of existing and proposed OWTS components, etc.; details and cross sections of OWTS components showing depth to groundwater and effective soil depth; potable water supply details (water line alignment & connection from source to structure, holding tank specifications and locations, spring catch basin location)



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Service Request Application Supplemental Tables

Table 3: Final OWTS Design Approval Process (MINIMUM FEES: \$433¹)

Final OWTS Design plans must be incorporated into plans submitted to Local Building Department and Community Development Agencies.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS Submit a Completed SRA , Fees and Supporting Documents to ACEH	MINIMUM OVERSIGHT STEPS SRA & Fee Processing & Completeness Review (1.0 hr)
FINAL OWTS BASIS OF DESIGN REPORT MINIMUM FEES: \$433 ³	MINIMUM SUBMITTALS/REQUIREMENTS Prepare Final Design Report Addressing ACEH Regulatory Comments Submit Final OWTS Basis of Design Report ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE) Submit OM&M Manual (Advanced OWTS) Submit Revised Cumulative Impact Assessment Report Submit Revised Geotechnical Report Submit Storm Water Diversion Structures Final Hydraulic Calculations Submit Groundwater Monitoring Well Installation Work Plan Submit Hazardous Materials Business Plan Submit Zone 7 Permit & RWQCB WDR's Approval Documentation	MINIMUM OVERSIGHT STEPS Final OWTS Basis of Design Report Review & Approval (1.0 hr) ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE) OM&M Manual (Advanced OWTS) Review & Approval ⁴ Revised Cumulative Impact Assessment Report Review ⁴ Revised Geotechnical Report Review ² Storm Water Diversion Structures Hydraulic Calculations Review ⁴ Groundwater Monitoring Well Installation Work Plan Review ⁴ Hazardous Materials Business Plan Review Zone 7 Permit & Waste Discharge Requirements Review
OWTS FINAL DESIGN PLANS MINIMUM FEES: (INCLUDED IN BASIS OF DESIGN REPORT MINIMUM FEES)	MINIMUM SUBMITTALS/REQUIREMENTS Prepare Final Plans Addressing ACEH Regulatory Comments Submit Final OWTS Design Plans ³ ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE) Provide Final Building, Grading and/or Demolition Plans from Local Agency Provide Other Plans as Applicable (Local CDA, Landscaping, etc.)	MINIMUM OVERSIGHT STEPS Final OWTS Design Plan Review & Approval (1.5 hr) ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE) Final Building, Grading and/or Demolition Plan Review Other Plans Review
INTERAGENCY COORDINATION ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE) Obtain Other Regulatory Agency Approvals & Permits	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE) Coordinate with Local PWA/CDA, RWQCB, Zone 7, USACE, etc.

¹ Minimum fees do not include \$145 Application Processing Fee

² **All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue**

³ Minimum Fees include costs for review of final design documents (OWTS Basis of Design Report and OWTS Plans)

⁴ ACEH, Zone 7, RWQCB, USACE, Local Public Works Agency Approval



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Service Request Application Supplemental Tables

Table 4.1: Standard OWTS Construction Permit Issuance Process (MINIMUM FEES: \$866¹)

A Construction Permit must be obtained from ACEH for all new and replacement OWTS's and major repairs to existing OWTS's. The Permit must be obtained subsequent to Final Plan Approval and prior to installation of the OWTS.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
OWTS CONSTRUCTION PERMIT MINIMUM FEES: \$866	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACEH (As Applicable)	File Review (As Applicable)
	Submit Local Building Department Electrical Permit (As Applicable)	Electrical Permit Verification (As Applicable)
	Submit Access Agreement (As Applicable)	Access Agreement Recordation Verification (As Applicable)
	Obtain OWTS Construction Permit	OWTS Construction Permit Issuance (1.0 hr)
	Notify ACEH of Construction Inspections: <ul style="list-style-type: none"> Construction Layout Inspection Open Trench Inspection Final Start-Up Inspection (As Applicable) Final Site Grading, Erosion Control, and Landscaping 	ACEH OWTS Construction Observation (3.0 hrs) <ul style="list-style-type: none"> Construction Layout Inspection Observation (Optional) Open Trench Inspection Observation (Optional) Final Start-Up Inspection Observation (Optional) Final Site Grading, Erosion Control, and Landscaping
	Submit Geotechnical Engineer Final Construction Sign-off (As Applicable)	Geotechnical Engineer Final Construction Sign-off Verification (As Applicable)
	Submit OWTS Installer & Designer Installation Cert. & As-Built Plans	Final OWTS Installation Approval (1.0 hrs)
INTERAGENCY COORDINATION ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
		Local PWA/CDA Sign-Off Coordination
		Other Regulatory Agency Sign-Off Coordination

¹ Minimum fees do not include \$145 Application Processing Fee

² *All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue*



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Service Request Application Supplemental Tables

Table 4.2: Advanced OWTS Construction Permit Issuance Process (MINIMUM FEES: \$1,011¹)

A Construction Permit must be obtained from ACEH for all new and replacement OWTS's and major repairs to existing OWTS's. The Permit must be obtained subsequent to Final Plan Approval and prior to installation of the OWTS.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA, Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
OWTS CONSTRUCTION PERMIT MINIMUM FEES: \$866	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACEH (As Applicable)	File Review (As Applicable)
	Submit Local Building Department Electrical Permit	Electrical Permit Verification
	Obtain OWTS Construction Permit	OWTS Construction Permit Issuance (1.0 hr)
	Conduct Construction Inspections: <ul style="list-style-type: none"> Construction Layout Inspection Open Trench Inspection Squirt Test Final Start-Up Inspection (As Applicable) Final Site Grading, Erosion Control, and Landscaping 	ACEH OWTS Construction Observation (3.0 hrs) <ul style="list-style-type: none"> Construction Layout Inspection Observation (Optional) Open Trench Inspection Observation (Optional) Squirt Test Observation (Optional) Final Start-Up Inspection Observation (Optional) Final Site Grading, Erosion Control, and Landscaping (Optional)
	Submit Geotech Engineer Final Construction Sign-off (As Applicable)	Geotech Eng Final Construction Sign-off Verification (As Applicable)
	Submit OM&M Service Provider Sign-off @ System Start-up	OM&M Service Provider Sign-off @ System Start-up Verification
	Submit OWTS Installer & Designer Installation Cert. & As-Built Plans	Final OWTS Installation Approval (1.0 hr)
LEGAL DOCUMENTS MINIMUM FEES: \$145	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit Recorded Deed Restriction	Prepare Draft Deed Restriction and Provide to Owner (1.0 hr)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Submit Access Agreement	Access Agreement Recordation Verification
INTERAGENCY COORDINATION ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Obtain Sign-off/Approvals from other Regulatory Agencies	Other Regulatory Agency Sign-off/Approval Coordination

¹ Minimum fees do not include \$145 Application Processing Fee

² *All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue*



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Service Request Application Supplemental Tables

Table 5: OWTS Operating Permit Issuance Process (MINIMUM FEES: \$288¹)

Operating Permits are required for all advanced OWTS's and must be renewed annually.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
OWTS OPERATING PERMIT MINIMUM FEES: \$288	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit Final OM&M Manual	OM&M Manual Review & Approval (0.5 hr)
	Submit OWTS OM&M Service Provider Contract	OWTS OM&M Service Provider Contract Verification (0.5 hr)
	Obtain OWTS Operating Permit	OWTS Operating Permit Issuance (0.5 hr)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Submit Groundwater Monitoring Well Installation Report	Groundwater Monitoring Well Installation Report Review ³
OWTS OPERATING PERMIT RENEWAL ⁴ MINIMUM FEES: \$288	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit OM&M Annual Report (Advanced)	OM&M Annual Report Review (1.0 hr)
	Obtain Renewal OWTS Operating Permit	Permit Reissuance (0.5 hr)

¹ Minimum fees do not include \$145 Application Processing Fee

² **All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue**

³ ACEH, RWQCB, Zone 7, Alameda County Public Works Agency, and/or Alameda County Water District Review & Approval

⁴ A Service Request Application Form and Processing Fees must be submitted with Operating Permit Renewals



Alameda County Department of Environmental Health Land Use Program

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Service Request Application Supplemental Tables

Table 6: OWTS Abandonment Permit Issuance Process (MINIMUM FEE: \$433¹)

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
OWTS ABANDONMENT PERMIT MINIMUM FEES: \$433	MINIMUM SUBMITTALS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACEH	File Review (0.5 hr)
	Obtain OWTS Abandonment Permit	OWTS Abandonment Permit Issuance (0.5 hr)
	Notify ACEH of Tank Abandonment	OWTS Tank Abandonment Observation (Optional)
	Submit OWTS Abandonment Report	OWTS Abandonment Report Review (0.5 hr)
	Submit Sewer Connection Report -or- Submit Owner Affidavit - Sewer Connection Upon Development	Sewer Connection Report Review -or- Owner Affidavit - Sewer Connection Upon Development Review
	Obtain OWTS Tank Abandonment Final Approval	OWTS Tank Abandonment Final Approval (1.0 hr)
	ADDITIONAL SUBMITTALS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
INTERAGENCY COORDINATION ADDITIONAL FEES		Local Building Department Final Occupancy Certificate Coordination
		Other Regulatory Agency Sign-off Coordination

¹ Minimum fees do not include \$145 Application Processing Fee

² **All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue**



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Service Request Application Supplemental Tables

Table 7: Onsite Potable Water Supply Source Testing Approval Process (MINIMUM FEE: \$433¹)

(For projects involving onsite potable water source testing only)

ACEH must be notified three days prior to conducting field work.

Requisite information must be provided in a bound Potable Water Supply Source Testing Report certified by a qualified professional.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ² APPLICATION FEE: \$145	MINIMUM SUBMITTALS/ REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACEH	SRA & Fee Processing & Completeness Review (1.0 hr)
ONSITE POTABLE WATER SUPPLY SOURCE TESTING MINIMUM FEES: \$433	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACEH	File Review (1.0 hr)
	Conduct Flow Test & Analyze Well or Spring Water	Flow Test & Water Sample Collection Observation (Optional)
	Submit Onsite Potable Water Testing Report	Potable Water Supply Source Testing Report Review & Approval (1.5 hr)
	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE) ³	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Provide Well Construction Documentation (permit, boring logs, construction details, etc.)	
	Provide Holding Tank Specifications and Show Tanks on Plans	
	Provide Catchment Basin Construction Details (for Springs) and Show Location on Plans	
	Provide Water Treatment Documentation	
	Provide Copy of State or County Water Supply Permit	

¹ Minimum fees do not include \$145 Application Processing Fee

² ***All Service Request Applications are subject to a 10-business day processing period before being placed in ACEH's permitting queue***

³ Additional documentation (if applicable) to be included in onsite potable water testing report