RECORD REQUEST AND UPDATE FORM
ONSITE WASTEWATER SYSTEM PERMITS ONLY

CONFIDENTIAL-DEPARTMENT USE ONLY-NOT FOR PUBLIC DISCLOSURE **DATE:_____**

☐ **NEW PERMIT** ☐ **CHANGE OWNERSHIP** ☐ **PROPERTY INFO** ☐ **CLOSE**

Note: Owner must apply in person with valid identification card. If owner is unable to apply in person, then a Licensed Notary must notarize this application.

Establishment (Site) Information:

Site Name:	Zip Code:
Site Street Address:	Phone No.:
City:	Assessors Parcel Number:

Owner Mail-to Information (Billing):

Owner's Name:		Mailing Address:
Organization Name:		City and Zip Code:
Contact Phone:	E-Mail Address:	

I AM THE OWNER OF THE PROPERTY LISTED ABOVE. I AGREE TO OPERATE THE SEWAGE DISPOSAL SYSTEM IN COMPLIANCE WITH THE STATE AND LOCAL LAWS AND ORDINANCES PERTINENT TO ITS PERMITTED OPERATION AND AUTHORIZE INSPECTION OF THE PROPERTY BY REPRESENTATIVES OF THE NAPA COUNTY DEPARTMENT OF PLANNING, BUILDING AND ENVIRONMENTAL SERVICES FOR SUCH COMPLIANCE. I ACKNOWLEDGE THAT THE PAYMENT OF AN ANNUAL FEE IS NECESSARY FOR A PERMIT TO OPERATE THE PERMITTED WASTEWATER SYSTEM. I ACKNOWLEDGE THAT PERMITS, WHEN ISSUED, ARE VALID UNTIL THE NEXT RENEWAL DATE OR UNTIL SUSPENDED OR REVOKED. I ACKNOWLEDGE THAT A PERMIT IS NOT TRANSFERRABLE.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

_____ _____ _____

Print Name (Owner) / Capacity to Sign Signature Date

DEPARTMENT USE ONLY

For existing site:

Establishment ID Number: _____ Permit ID Number: _____ Contact / Owner ID Number: _____

If this is a new permit for an existing billing owner, search for this Owner in Owner/Contact manager. If none exists, write NEW. If found, determine if this facility should be added to an existing owner ID and if so, use that number.

District Number	Permit Type and Fee Category
☐ 1 South County	☐ ASTS w/service provider
☐ 2 Mid/East County	☐ ASTS w/above ground dispersal
☐ 3 North County	☐ Holding Tank/Hold and Haul
	☐ Pond

Staff Signature:_____**Date:**_____ **Ok to issue** ☐ **Yes** ☐ **No** **DOUBLE FEES** ☐