



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

Steps to Construct and Final an Alternative Sewage Disposal System

Step One:

Hire a licensed civil engineer or R.E.H.S. to design your Alternative Sewage Treatment System (ASTS). (See attached list). Any California licensed civil engineer or R.E.H.S. may design your system provided they are experienced in ASTS design and comply with all Napa County requirements. Your designer will base the ASTS design on site and soil conditions, type of project and Napa County code requirements.

Step Two:

Submit Plans to Napa County Department of Planning, Building and Environmental Services (PBES).

The following items must be included with the submittal:

- A) Three sets of engineered drawings, design calculations and all necessary supporting documents. Your designer can find a complete list of design criteria in the Regulations for Design, Construction, and Installation of Alternative Sewage Treatment Systems, Section 4.
- B) Plan review fee*.
- C) Supplemental Application signed by the property owner(s) and notarized. (See attached)
- D) Record Request and Update Form signed by the property owner(s) and notarized. (See Attached)

Step Three:

Pay for an ASTS installation permit*. Installation permits will only be issued to a General A, C-42, or C-36 licensed contractor.

Note: If the ASTS is associated with a building project, Steps One, Two and Three must be completed, ASTS plans must be approved by this Department and any applicable Use Permit requirements shall be met prior to clearance of the building permit. The ASTS installation permit will only be valid *AFTER* the building permit is issued by the Building Division.

Exception: A completed Agreement for Future Building form may be submitted to the Napa County PBES in order to have the ASTS installation permit valid prior to the building permit.

Step Four:

A properly licensed sewage contractor must install the system per the approved plan, adhering to the designer's and Napa County PBES – Environmental Health Division's inspection schedule.

Step Five:

Prior to final approval of the ASTS and any associated building permit, the following items must be submitted to Napa County PBES – Environmental Health:

- A) The Septic System Sump Pump Electrical System Installation Conformance Certification Notice completed by a licensed contractor. (See attached).
- B) The designer's final letter of completion and water tight test certification form.
- C) An as-built drawing stamped and signed by the designer.
- D) Proof of a service provider to comply with the Alternative Sewage Treatment System Monitoring Program. Information on this program is attached.
- E) Pay for and obtain an Annual Operating Permit*. The property owner(s) will be billed by mail.

***Please contact the Napa County Division of Environmental Health**