

Stillwater County Environmental Health Department

ON-SITE SEWAGE DISPOSAL APPLICATION PROCESS

Where Do I Get A Septic Permit?

"A permit must be issued by the County Sanitarian before any installation can begin"

A Physical/Rural address must be obtained

Step 1 - You must obtain the following details in regards to the land you plan to install a septic system.

- **Where is the land** (legal description, COS/Plat #)?
- **How many acres is the parcel of land?**
- **Is this tract, parcel, lot, within a subdivision (what is the name of the Subdivision)?**
- **Is there any exemptions or sanitarian restrictions on the land?**

This information is needed to determine the process which you will follow to get a permit.

Process 1 - Land is subdivided and a Certificate of Sanitation is written by either the MT Department of Environmental Quality (DEQ) or by Stillwater County Environmental Health Department.

Process 2 - There is no Certificate of Sanitation and a site evaluation with the County Sanitarian is required.

Process 1 - Land has a Certificate of Sanitation

1st - Obtain and complete the Stillwater County On-Site Sewage Disposal Application. All information must be completed on this form.

2nd - Submit the application and \$150 dollar fee to the Department. The Department will then issue a permit. The permit will include the details of installation and a lot layout indicating where the system must be located.

3rd - After the permit is issued you can install the system. **A Licensed Septic installer within Stillwater County must install the system.** The system is to be installed according to the requirements on the permit and state/local regulations.

4th - Before the system is back filled a County Sanitarian must inspect the system.

Process 2 - No Certification of Sanitation

1st - Obtain and complete the Stillwater County On-Site Sewage Disposal Application. All information must be completed on this form. Submit the application and \$150 Dollar fee to the Department.

2nd - Contact the Department to conduct a Site Evaluation. At this visit a suitable site for a septic system will be determined.

A Site Evaluation Includes

- Review the site to ensure all required setback distances are met.
- Includes digging a test hole to 8-10 feet. **This is generally done by an excavator, it is the landowner responsibility to find and pay a person to dig this hole.**

When the hole is being dug the sanitarian will profile the soils and observe for signs of ground water and bed rock.

"It is required that the septic system be 4 feet above bed rock and ground water"

- Should signs of groundwater be observed ground water monitoring may be required. Monitoring pipes are to be monitored when the groundwater is the highest generally during the spring months and irrigation season. **These pipes may be required to be monitored for 4 to 6 months.**
- Upon the Sanitarian's request obtain a water sample from a nearby well. ***Have the sample tested for nitrate and specific conductance by a certified lab.*** Submit the results to the department. **This sample is needed to determine degradation of ground and surface water.**
- **A percolation test is then performed.** This test is to be conducted within the boundaries of the drain field. See attachments for directions. **This test along with the soil profile will determine the size of the drain field.**
- **Once the above information is obtained & submitted to the Department, a permit can be issued.** After the permit is issued, you can install the system. **A Licensed Septic installer within Stillwater County must install the system.** The system is to be installed according to the requirements on the permit and state/local regulations. **Before the system is back filled a County Sanitarian must inspect the system.**

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