



## **Process for Write-offs of Existing Use On-Site Sewage Treatment/Disposal Systems for the Purpose of Obtaining a Building Permit**

A properly sited, designed and installed on-site sewage treatment/disposal system (OSTDS) is very important in protecting Public Health and groundwater resources. During the write-off evaluation, the existing OSTDS will be evaluated to determine if the system is functioning properly. Below is a description of the process for obtaining a write-off evaluation.

1. Submit a completed application for a write-off evaluation to Public Health, Delta & Menominee Counties (PHDM). Names of previous owners will be helpful in locating permits for the OSTDS.
2. Environmental Health Staff will contact the applicant to arrange an appointment to conduct an evaluation of the OSTDS. An evaluation of the soils around the OSTDS may be necessary. Please locate the OSTDS prior to the scheduled appointment.

**Please contact appropriate professionals (Miss Dig: 1-800-482-7171) and assure that underground utilities are located. Underground utilities must be flagged at least two days prior to the scheduled appointment.**

3. If PHDM does not have record of a final inspection for the OSTDS on file, the applicant will be required to have the septic tank pumped and inspected by a licensed septage hauler. If the tank has been pumped within the last year and inspection information is available, PHDM will accept the information provided by the licensed septage hauler. The applicant must submit the following information to PHDM regarding the septic tank.
  - a. Construction material (for example: concrete, metal, fiberglass)
  - b. Condition of tank
  - c. Whether or not an outlet baffle is present
  - d. The capacity of the septic tank
4. During the OSTDS evaluation, the Environmental Health Specialist will determine if the existing OSTDS is functioning properly. If any of the following conditions are observed PHDM will not consider the system to be functioning properly:
  - a. Evidence that sewage is backing up into the building.
  - b. A discharge of sewage to surface water, ground surface, or surface/storm drains is present.
  - c. The drainfield is located within two feet of seasonal high water table, actual water table and/or bedrock.
  - d. The drainfield is located in highly permeable soil which contains greater than 50% rock and the OSTDS does not have an established biomat below the drainfield.
  - e. A structural defect or dilapidation of a septic tank exists.
5. Following the OSTDS evaluation, the Environmental Health Specialist will approve or deny the write-off request. A copy of the decision will be forwarded to the Building Department by PHDM.

If you have any questions regarding the write-off procedures please contact our offices at (906) 786-9692 (Escanaba) or (906) 863-4451 (Menominee).