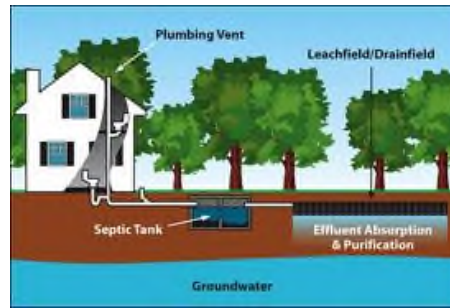


HOW TO APPLY FOR A SEWAGE DISPOSAL PERMIT



The following steps are to be followed for the design and installation of a sewage disposal system.

1. Select an engineer/sanitarian to design the system (*see department/website for list*)
2. The engineer/sanitarian will then proceed to perform a test hole in order to determine the groundwater placement on your property. This must be scheduled and witnessed by a member of the health department.
3. Engineer/sanitarian will require at least a footprint or, if available, a full architectural plan of proposed dwelling/renovation outlining the number of rooms.
4. Once the engineer/sanitarian has designed the system, a Harwich licensed septic installation company is to be contracted in order to perform the work according to plan (*see department/website for list of licensed installers*)
5. The septic installation company must then submit an application and secure a permit issued by the Health Department in order to perform the installation. The permit application must be signed by the installer and include the following:
 - (1) Floor plan - including existing and proposed if alterations are planned – plans should include dimensions of each room
 - (2) Four sewage site plans (one plan must have an original stamp/signature of designer) (all 4 plans must be approved by the Water Dept. prior to application submittal)
 - (3) Permit fee made payable to the “Town of Harwich” (*Fees for permits on website/at department*)
 - (4) Verify map and parcel number, street address and owners at the assessor office before filing

Once the Health Department receives the application (#5) it usually takes about ten-fifteen days to review. However, if the Health Department determines that revisions need be made to the site plan, a longer time period for approval will be necessary.

Also,

Projects requiring a building permit i.e. new construction, alterations, and/or additions should be filed simultaneously as one package to avoid delays. ALLOW A MINIMUM OF THREE WEEKS FOR THE REVIEW PROCESS. All projects, regardless of previous permit status, are reviewed by the Conservation Department, Health Department and Planning Department, if necessary, prior to submittal to the Building Department.