

# Septic Permitting Information (for Installers/Engineers)

*The following are the steps you need to follow for septic system upgrades or construction:*

## STEP 1. (INSTALLER SHOULD FILL OUT)

### Disposal Works Installer License (DSI)

- You must apply once a year for the license
    - You can apply for the license online through the permit eyes system (under **DSI**)
      - A link to permit eyes can be found on the town of Milton website under Health Department → Permitting and Fees (on the left side) → Permit Eyes Software
    - Fee
      - \$60
    - Upload:
      - MASS Hoisting license
      - Workers Compensation
      - Liability Insurance
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## STEP 2. (ENGINEER SHOULD FILL OUT)

### Percolation Test (PERC)

- Request a time in permit eyes (under **PERC**) or contact the Health Department directly by phone (617-898-4886) to make an appointment for the percolation test
  - The Health Department will only issue the percolation permit after perc test is passed and the **fee is paid**
  - Fee
    - \$60 per hour (assigned by Health Department after perc test is completed)
    - Fee is to be paid through Permit Eyes System
  - Upload
    - Documents filled out from PERC Test
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## STEP 3. (ENGINEER SHOULD FILL OUT)

### Septic System Plan Review (SSPR) → Completed by the engineer (PE) or Registered Sanitarian (RS)

- This is not a permit. It is just tracking for the number of revisions and the final plan. The permit is just the okay needed to proceed.
- Once all documents are uploaded the Health Department will send the documents to our Title 5 consultant (Paul Brogna via email) for review/comments
- Feedback and comments will be shared with the engineer for revisions
- If the plan is revised further review will be necessary from Consultant Paul Brogna

- Once the plan is okayed by consultant, the Health Department will assess the final fee and notify the engineer
  - Once the fee is paid the Health Department will issue the “permit” to the engineer as an indicator that the project can proceed.
  - Fees:
    - Initial Plan: \$100
    - Cost per revision: \$50
  - Upload
    - Plans
    - Soil data
    - Local upgrade approvals if applicable form DEP-9A
    - Request for variances - BOH approval needed
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## **STEP 4. (INSTALLER SHOULD FILL OUT)**

### **Disposal System Construction Permit (DSCP)**

- **Completed by installer** (this should only be completed after the SSPR is issued)
  - To get a DSCP installer must have a disposal system installer license (DSI) in the town of Milton (see step 1 for additional information)
  - Installer should contact MHD for the following inspections:
    - 1. Open hole inspection
    - 2. Distribution-box inspection
  - Fees:
    - Brand new construction: \$150
    - Repair: \$75
  - Upload
    - Final Plan
    - As-built
      - As-built must include:
        - Engineer Stamp
        - Certification Statement (example below)
          - “This plan certifies that the buildings are located as shown, and that the sewage system has been installed in accordance with the approved plan and the rules and regulations of the Milton Board of Health.”
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## **STEP 5.**

### **Certificate of Compliance (COC)**

- The COC is issued under the DSCP application
- The As-Built must be submitted prior to issuance of the COC

- **Both installer and engineer must sign off and approve their designated responsibilities (both engineer and installer need permit eyes accounts to allow for the Health Department us to link the application to them for approval)**
- Fee:
  - None (all fees should be prior to DSCP issuance)

Done! 😊