

Please read the important information on both sides of this page BEFORE completing the on-site sewage system permit application.

1. The role of the Environmental Services as the assigned administrator of Ordinance 701.025 to 701.059 is to provide: a) information, b) permit application review, c) a preliminary on-site inspection to verify the permit application information and compliance with local regulations, and d) a final installation inspection. This office has 15 days from receipt of a fully complete permit to perform a preliminary on-site inspection. For state registered contractors must give a forty-eight hour notice before backfilling trenches. Please contact the Environmental Health Program to arrange an inspection of your sewage system. Soil Morphology tests are required for all new construction as well as for previously developed sites where major modifications are required to bring the system up to code. **NO construction may begin without 24 hour notification to CCHD. No Exceptions**
2. The permit fee is two hundred dollars (\$200.00), please make checks payable to the Callaway Co. Health Dept. The application will not be reviewed unless the permit fee is received. The permit fee covers the services mentioned in statement One (listed above). Any person requesting additional inspections or consultation after the permit has final approval will be charged at the rate of twenty-five dollars per hour (\$25.00/hour) or any portion of an hour thereof including travel time.
3. The Environmental Services does not design on-site sewage systems. You may design your own wastewater stabilization pond or absorption system if soil conditions are appropriate for the system you wish to install. Alternative systems or new construction systems on 2 acres or less shall be required to be designed by a licensed professional engineer.
4. THE APPLICANT IS RESPONSIBLE FOR FULLY COMPLETING THE PERMIT APPLICATION AND PROVIDING ANY DOCUMENTATION REQUESTED BY THE ENVIRONMENTAL SERVICES. ALL INFORMATION MUST BE ACCURATE, ANY PERMIT APPLICATION WHICH IS INCOMPLETE OR INACCURATE SHALL NOT BE APPROVED. The application must include: the drawing of the system location (complete with distances to structures, water sources and property lines) and the application must be signed by the owner or agent of the owner.
5. It is required that you call the Environmental Services prior to purchasing or developing land in Callaway County to determine whether or not it is feasible to place an on-site sewage system upon it.
6. Undeveloped lots must meet all the minimum setback requirement. There shall be no exceptions. Developed lots existing prior to January 1, 1996 may be granted variances by the Callaway County Commission.
7. Contact this office at (573) 642-5750 to set up an appointment. You may drop off the application during the Health Department's normal business hours or send it by mail.

Exclusions and Specifications:

- 1) **Property owners of ALL buildings where people live, work or assemble shall provide for the sanitary disposal of all domestic sewage.** Sewage and waste from such buildings shall be disposed of by discharging into a sewer system regulated pursuant to Chapter 644, RSMo, or shall be disposed of by discharging into an on-site sewage disposal system operated as defined by rules promulgated pursuant to sections 701.025 to 701.059 Callaway County Sewer Ordinance. The Department of Health and Senior Services shall register any person installing on-site sewage disposal systems to do so. Any construction, operation, major modifications, or major repair of an on-site sewage disposal system shall be in accordance with rules promulgated pursuant to sections 701.025 to 701.059, regardless of when the system was originally constructed. All new construction shall have a final inspection of the sewer system completed before occupancy of the building. Subdivisions under County jurisdiction (3) to (6) lots shall provide a soil morphology test for each lot, and if the soil proves to be non-conducive to on-site sewage, a referral will be made to Missouri Department of Natural Resources for a central collection and treatment system to be installed.
- 2) All Commercial business wanting to install a lagoon must apply to the Missouri Department of Natural Resources for a permit.
- 3) Individuals, whose loans are federally insured, regardless of lot size, should contact our office for information before installing the sewage system.
- 4) All permitted systems (including lagoons) shall have a soil morphology examination performed by a person or persons registered with the State of Missouri. Results of these tests must be submitted with the permit application. A list of registered soil scientist is included in the sewage packet, or is available from our office upon request.
- 5) Diagram specifications for site plans:
 - A. Plans for absorption field showing the following:
 1. Field locations with slope (s) indicated or with contour lines based on field measurement. If field areas are essentially flat or of uniform grade, spot elevations will be required for alternate systems;
 2. Field layout, length spacing connection, pipe sizes and cleanouts details, invert elevations of flow distribution devices and laterals, valves and appurtenances (accessory);
 3. Trench plan and profile drawings and flow distribution device details;
 4. Location and design of associated surface and groundwater drainage systems;
 5. Name, address and telephone number of the person (s) drafting the plans; and
 6. Any other information required by the administrative authority
 7. Set back distances
 - B. Alternative systems whether or not specifically described in this rule or lots of 2 acres or less must have:
 1. Engineer design and stamped.