

# APPENDIX 6

## CONSTRUCTION PERMIT APPLICATION PROCESS & PROCEDURES

The information in this Appendix outlines the general process involved in permitting the installation of *new* subsurface sewage disposal systems for *new* single-family dwelling structures. The permitting process for other types of structures and/or facilities (e.g. commercial, institutional, industrial, etc.) may be similar, however the specific and/or unique subsurface sewage disposal system requirements for said structures and/or facilities will necessitate an individualized permitting process. Individualized permitting processes shall be outlined by the Department on a case by case basis.

### A. Platted Parcels of Land (e.g. Subdivision Lots)

The processes presented in this Subsection assumes that all provisions of these regulations regarding the platting of land parcels have been successfully completed.

Prior to the issuance of a Construction Permit for a platted parcel of land, the following conditions must be met:

1. The applicant must obtain and submit a valid *Application for Zoning Certificate*. This Certificate is obtained from the Williamson County Community Development Department.
2. The applicant must pay the appropriate fee for the Construction Permit as a part of the application process. Fees are assessed in accordance with the provisions outlined in *Section 33*.

*IMPORTANT NOTE: Payment of the fees is not an assurance nor a guarantee that a Construction Permit will be issued by the Department.*

~~3. The applicant must complete an Affidavit For Certification of Proposed Dwelling Capacities Concerning Maximum Tub Sizes.~~

~~4. The applicant must obtain and submit a manufacturers' specification sheet for any bathing fixture that exceeds thirty (30) U. S. Gallons.~~

5. The applicant must complete an Affidavit For Certification of Proposed Dwelling Capacities Concerning Number of Bedrooms.
6. The applicant must complete an Affidavit For Certification of Initial and Reserve Subsurface Sewage Disposal System Installation Areas.
7. The proposed house location, lot corners and platted subsurface sewage disposal system areas shall be field-staked and clearly identified by a Surveyor licensed in the State of Tennessee. Additionally, the platted disposal field areas shall be cordoned-off in accordance with the provisions outlined in *Appendix 10*.
8. A representative of the Department will visit the site to verify that the platted disposal field areas have been properly staked, identified, cordoned-off and have not been disturbed or altered from the original approval conditions.

*IMPORTANT NOTE: Regarding Alternative Systems – Where it has been determined by the Department, or denoted on the recorded plat, that an Alternative Subsurface Sewage Disposal System will be required to serve a property, the application process can not begin until engineered design plans (prepared in accordance with the provisions outlined in Section 19) are approved by the Department.*

*NOTE: Any fees charged by private consultants (surveyors, engineers, soil scientists) are separate and apart from the Department fees.*

Upon the successful completion of the aforementioned application process, the Department's verification of the status of the platted subsurface sewage disposal system areas (i.e. finding that the disposal field areas are undisturbed), and the applicant's submittal of any other required information, a permit will be issued by the Department in accordance with the provisions of *Section 7, Subsection A*.

### B. Unplatted Parcels of Land

The process for obtaining a Construction Permit for unplatted parcels of land differs from platted parcels of land in that the task of Land Assessment is completed as a part of the platting process. Thus, platted lots have areas of soil designated for the placement of the subsurface sewage disposal system. Unplatted land parcels have not necessarily had this type work completed. Therefore, the task of Land Assessment will have to be completed to verify that the applicant's property will support the installation of a subsurface sewage disposal system, in accordance with the provisions of these regulations.

1. No Land Assessment Work Has Been Performed

The following process outline assumes that there has not been any prior Land Assessment work (i.e. soil mapping or percolation testing, previous Individual Lot Assessment information shall not apply) performed upon the land parcel, the property is in excess of five (5) acres in size and that the single-family dwelling is being built for the property owner.

Prior to the issuance of a Construction Permit for an unplatted parcel of land (e.g. large acreage tract), the following conditions must be met:

- (a) The applicant must obtain and submit a valid *Application for Zoning Certificate*. This Certificate is obtained from the Williamson County Community Development Department.
- (b) The applicant has taken possession of the property by deed of record in the Office of the Register of Deeds, Williamson County, Tennessee.
- (c) The applicant must pay the appropriate fee for the Construction Permit as a part of the application process. Fees are assessed in accordance with the provisions outlined in *Section 33*.

*IMPORTANT NOTE: Payment of the fees is not an assurance nor a guarantee that a Construction Permit will be issued by the Department.*

~~(d) The applicant must complete an Affidavit For Certification of Proposed Dwelling Capacities Concerning Maximum Tub Sizes.~~

~~(e) The applicant must obtain and submit a manufacturers' specification sheet for any bathing fixture that exceeds thirty (30) U. S. Gallons.~~

- (f) The applicant must complete an Affidavit For Certification of Proposed Dwelling Capacities Concerning Number of Bedrooms.
- (g) The applicant must complete an Affidavit For Certification of Initial and Reserve Subsurface Sewage Disposal System Installation Areas.
- (h) The proposed house location must be field-staked and clearly identified. Additionally, the locations of any other proposed structures (e.g. utility lines of any type, water well locations, out buildings, detached garages, barns, swimming pools, driveway locations, any type of excavations, etc.) are to be clearly staked for the purposes of Department's site investigation.

Once the application process is initiated by the permit applicant, the task of Land Assessment is to be completed. See *Subsection C* of this Appendix.

2. Some Type of Land Assessment Work Has Been Performed

Where a land parcel has been subject to either Percolation Testing or Soil Mapping (i.e. previous Individual Lot Assessment information shall not apply), the following procedures are in addition to the steps presented previously in *Part 1, in Subparts (a) through (g)* of this Subsection.

(a) Land Parcels That Have Been Percolation Tested

*IMPORTANT NOTE: All percolation test documentation shall be in accordance with the provisions outlined in Section 27 and Appendix 2.*

In order for the Department to consider any percolation test documentation, the following tasks shall be completed:

- (1) The applicant shall provide to the Department:
  - (i) The original percolation test data sheet prepared by the consultant that conducted the test.
  - (ii) A blue-line (or blueprint) copy of the original plat, prepared by a licensed surveyor in accordance with the provisions outlined in *Appendix 2, Subsection K*, showing the actual location of the percolation test site on the property.

- (2) Upon the submission of this documentation, the Department shall assess and compute the results of the percolation test data. The Department assessment of said data will determine whether or not the tested site will support the installation of a subsurface sewage disposal system that would accommodate the number of bedrooms ~~and any oversized bathing fixtures~~ requested by the applicant.
- (3) The applicant is to ensure that the actual field-staking marking the location of the percolation test is in place prior to the Department's field investigation of the test site. Said percolation test area shall be field-staked and clearly identified by a Surveyor licensed in the State of Tennessee. Additionally, the staked percolation test area(s) shall be cordoned-off in accordance with the provisions outlined in *Appendix 10*.
- (4) A representative from the Department will visit the site to determine that the percolation test area has not been disturbed from its natural state. The Department will also determine that the house and any other property improvements, are maintained the proper distance from the percolation site. See the provisions outlined in *Section 13*.

NOTE: *Construction permits issued under the method of Percolation Test are not transferable.*

(b) Land Parcels That Have Been Soil Mapped

IMPORTANT NOTE: *All soil mapping documentation shall be in accordance with the provisions outlined in Section 27 and Appendix 1.*

In order for the Department to consider any soil mapping documentation, the following tasks shall be completed:

- (1) The applicant shall provide to the Department an original soil map prepared by the consultant that performed the mapping work.
- (2) Upon the submission of this documentation, the Department shall verify the results of the information. The Department assessment of said information will determine whether or not the mapped site will support the installation of a subsurface sewage disposal system that would accommodate the number of bedrooms ~~and any oversized bathing fixtures~~ requested by the applicant.
- (3) The applicant is to ensure that the actual grid staking used in the preparation of the soil map is in place prior to the Department's field investigation of the test site. Said grid staking shall be re-established on the property and clearly identified by a Surveyor licensed in the State of Tennessee.
- (4) A representative from the Department will visit the site to determine that the soil mapped area has not been disturbed from its natural state. The Department will also determine that the house and any other property improvements are maintained the proper distance from the soil area to be designated for subsurface sewage disposal system use. See the provisions outlined in *Section 13*.
- (5) Once a location within the mapped area has been designated by the Department as a subsurface sewage disposal system area(s) for the purposes of issuing a Construction Permit, those area(s) shall be cordoned-off in accordance with the provisions outlined in *Appendix 10*.

NOTE: *Construction permits issued under the method of Soil Mapping are not transferable.*

(c) Permit Issuance

IMPORTANT NOTE: *Regarding Alternative Systems – Where it has been determined by the Department that an Alternative Subsurface Sewage Disposal System will be required to serve a property, the application process cannot continue until engineered design plans (prepared in accordance with the provisions outlined in Section 19) are approved by the Department.*

NOTE: *Any fees charged by private consultants (surveyors, engineers, soil scientists) are separate and apart from the Department fees.*

Upon the completion of the application process outlined in Section B, Part 1, subparts (a)-(h) of this Appendix, the Department's verification of the status of percolation test site or soil mapped site to be designated as the subsurface sewage disposal system area(s), and the applicant's submittal of any other required information, a permit will be issued by the Department in accordance with the provisions of *Section 7, Subsection A*.

### C. Land Assessment Options

These regulations provide an applicant with three (3) options regarding Land Assessment. The approved methods of land assessment are discussed in *Section 27*.

In the case where the permit applicant is seeking a permit for a parcel of land that has never been subject to an approved land assessment procedure, the Department will conduct, at the applicant's request, an *Individual Lot Assessment*. The conducting of Individual Lot Assessments is a service offered by the Department. The Department does not require that this service be utilized by each and every applicant.

The Department shall require that when the Individual Lot Assessment service is requested, the property owner has completed all of the tasks outlined in *Part 1 of Subsection B*, of this Appendix. Additionally, should the permit applicant not be the actual property owner, said applicant shall have a *Right of Entry* form completed by the property owner and submit the signed original of said form to the Department. Until this task is completed, the Department staff will not go onto the applicant's property.

The areal extent of an Individual Lot Assessment investigation will typically be limited to an area of land, of approximately two (2) to four (4) acres in size, in the immediate vicinity of the indicated house site. The Department shall not be obligated to assess an entire land parcel, and the extent as to how much land area will be assessed (or practically assessed) shall be at the discretion of the Department's staff upon witnessing the conditions (i.e. vegetative, topographic, soils, etc.) of the land parcel.

The scope of this service is limited to assessing a property for the installation of conventional subsurface sewage disposal systems. Should the Individual Lot Assessment investigation reveal the presence of an area of soil capable of supporting the installation of a conventional subsurface sewage disposal system in accordance with the provisions outlined in these regulations, said area shall be delineated and a Construction Permit issued for said property.

In the event that the Department is unable to find an area of the property that will meet the criteria to support a conventional system, a Construction Permit will not be issued. The Department staff will, after having assessed the property, determine which Land Assessment method will be appropriate for further soil investigations on said property. Ultimately, if (via percolation testing or soil mapping) an area of land is verified or determined to be suited for use for a type of subsurface sewage disposal system approved for use by the Department, and being in accordance with the provisions outlined in these regulations, a permit may be issued.

***IMPORTANT NOTE:*** *Regarding Alternative Systems – Where it has been determined by the Department that an Alternative Subsurface Sewage Disposal System will be required to serve a property, the application process cannot continue until engineered design plans (prepared in accordance with the provisions outlined in Section 19) are approved by the Department.*

***NOTE:*** *Any fees charged by private consultants (surveyors, engineers, soil scientists) are separate and apart from the Department fees.*