



DIVISION OF ENVIRONMENTAL HEALTH

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Required Septic Permitting Process 10/19/2022

Pursuant to the June 29, 2022, and September 21, 2022, communications from the Maryland Department of the Environment, titled “Submission of Septic Permits for Review” and “Conventional On-Site Septic Permit Design Guidance” respectively, this office will be required to revise our current procedures relating to permitting of on-site sewage disposal systems. A representative group of stakeholders was convened, and feedback was received regarding these changes.

Below is a summary of the most important changes **required by the Maryland Department of Environment**:

- The Calvert County Health Department (CCHD) can no longer create design work for any on-site sewage disposal system regardless of the type of system or reason for installation.
- Permit applications will need to be separate from site evaluation applications (perc applications) to facilitate the changes.
- MDE wants for permit applications to be submitted by a particular installer and permits issued to that specific installer.
- CCHD will not be able to fill out the septic permit but will only be able to approve or disapprove of the submission. The permit information (top of form) and site map will need to be completed by the licensed installer, qualified wastewater consultant or other qualified independent third party.
- The permit application will need to identify site specific characteristics unique to each property and customized to the building served by the system (including identification of neighboring property features like wells, bodies of water, etc.)
- Following a site evaluation (including replacement systems), CCHD will be sending a results letter which indicates the minimum specifications for a system as proposed. Those specifications may be used by a licensed septic installer, qualified wastewater consultant or other qualified independent third party to create the system design and submit the permit application package to our office for review.
- There will be two separate tracks for permitting: Site Evaluation (perc) and Permit. This office will continue to issue septic permits when new construction site plans are approved.

This office has prepared some documents including a revised Site evaluation application, a new Sanitary Construction application and permit, and a checklist for permit application submissions. These documents have been amended to incorporate feedback from the workgroup.

Because there are significant changes to the process, we believe that it would be beneficial to all to describe the process flow. Below is a brief description of the process flow for approval of a septic permit in Calvert County:

1. The first step in the process is submission of an application for a Site Evaluation (commonly known as a perc test) and appropriate fee. This will be the same for replacement systems, new construction spot lots or new construction subdivision lots.
2. Once application is made, the site evaluation will be conducted (some evaluations must take place in wet season). For new construction subdivision lots this may have already happened during the subdivision process, however the specialist will review that data for adequacy when the individual lot site evaluation application is received.
3. Following the site evaluation, a specialist will complete and provide a Site Evaluation/Percolation test results specifications sheet. This sheet will contain all necessary information needed to create a plan and septic permit submittal.
4. A site plan and Sanitary Construction Permit will need to be prepared in accordance with specifications and guidance documents provided. New construction site plan will need to be prepared by a professional land surveyor or professional engineer, where replacement system site plans may be created by a licensed septic installer, qualified wastewater consultant or other qualified independent third party.
5. The site plan and Sanitary Construction Permit will then need to be submitted to our office with the appropriate fee.
6. A specialist will be assigned to review the permit package and either approve the plans and permit or provide feedback on the package. If resubmissions are necessary, a plan review fee of \$50 will be required for each submission.
7. Once permits are issued and plans approved, those approvals are valid for 2 years.

We are planning for these changes to go into effect on January 1, 2023. We understand that change can take some getting used to and there will be questions along the way. We are dedicated to working with all involved in this process to ensure that this transition goes smoothly. Feel free to reach out to me with any questions at matthew.cumers@maryland.gov.