

## **Environmental Health Services**

40<sup>th</sup> Street West, Suite 210

Kalispell, MT 59901

### **Application Procedure-- Sewage Treatment System Permit:**

**Applicant:** A permit is necessary to install and operate a sewage treatment system (septic system) in Flathead County. Application is made to the **Environmental Services Division of the Health Department**. An application form must be completed and returned to this division. Prior to issuing a permit, your property must be evaluated to determine if installing a septic system will comply with county and state regulations. It is possible that this “**Site Evaluation**” has already been conducted as part the subdivision process that created your property or was conducted prior to you owning the property. If the site evaluation has been performed (and you are not relocating the septic system) this information will be provided to you to prepare a **Hydraulic Design**. (discussed below)

It is extremely important that correct property information be provided to our office. The property’s legal description (either a tract of land in a specific Section, Township and Range in Flathead County or a Lot in a Subdivision) and physical address may be obtained from the Plat Room of the Clerk and Recorder’s office. That office is located in the old County Courthouse at 800 South Main, Kalispell. Every new structure requires a physical address to be assigned by GIS @ <https://flathead.mt.gov/gis/AddressRequestHome.php>.

**If a site evaluation is required**, a significance determination/non-degradation analysis will likely also be required. This analysis is required as part of compliance with the Montana Clean Water Act to assure that your septic system does not create significant pollution of surface water or groundwater.

A **Site Evaluation fee** is \$275 and the **Significance Determination/Non-degradation fee** is an additional \$200. Site Review is required for all previously approved drain field sites, the fee is \$150. If the property is not staked when inspector goes out to review, there may be an additional fee of \$100 required for a re-inspection. None of the aforementioned fees are permit fees.

**Department:** The applicant will receive a **Site Evaluation and Design Report** from Environmental Health after the site evaluation is complete or (the information) is derived from our files. This information must be provided to a designer (or engineer) certified by this office.

**Applicant:** A **completed Hydraulic Design (Pump or Siphon) and Detailed Drainfield Layout** (i.e., site plan) must be prepared by the certified designer or professional engineer and returned to Environmental Health. An **Elevation Profile** is recommended on all sites, but is required on systems with a force main longer than 100 feet.

**Department:** The design is reviewed by Environmental Health. If the design is not acceptable, it shall be returned to the designer for modifications. Upon approval of the design, a permit will be issued. The permit fee will be dependent upon **Class of System** permitted.

- **Class 1 System**-- an individual or single family sewage treatment system--\$300.00
- **Class 2 System**- a shared, multi user or public sewage treatment system with design flow of less than 1000 gallons per day--\$415.00
- **Class 3 System**-- a shared, multi-user or public sewage treatment systems with design flow of 1000 or more gallons per day--\$475.00 +\$0.15/gal over the first 1000 gallons.