GUIDELINES FOR DESIGN AND INSTALLATION OF SEWAGE HOLDING TANKS

San Bernardino County has adopted a procedure for regulation of the use, or proposed use, of sewage holding tanks. Where a sewage holding tank permit is required to obtain a building permit, or to operate a holding tank, an individual may select to obtain either a construction or operating permit. The following procedures apply:

CONSTRUCTION PERMIT

A Construction Permit is issued for the purpose of obtaining a building permit with a sewage holding tank as the proposed means of sewage disposal. This permit is issued by DEHS, valid for the period of construction only. No renewal of this permit is required. If the sewage holding tank is installed, an operating permit must be obtained BEFORE any use of the holding tank. To obtain a Construction Permit, complete the following:

1. Complete, in full, page 1 of the application.
2. Read and sign the “Property Owner Agreement” (page 2).
3. Have the governing sewering entity complete and sign the “Agreement Between the Sewering Entity and the Property Owner” (page 3 or page 4).
4. Sketch a map showing the location of the holding tank (page 5) or attach a copy of plans showing location of holding tank. Also, show the location of your well and neighboring wells.
5. Obtain a contract with a septic pumper. Attach copy of contract to application.
6. Record the notice of condition with the Recorders office and send DEHS a copy.

Bring or mail the application & construction permit fees to:

San Bernardino County Department of Public Health, Division of Environmental Health Services
385 N. Arrowhead Ave, 2nd Floor, San Bernardino, CA 92415-0160
800-442-2283

SEWAGE HOLDING TANKS WILL ONLY BE PERMITTED IF THE PROPERTY IS UNSUITABLE FOR CONVENTIONAL SEWAGE DISPOSAL SYSTEM. THE SEWAGE HOLDING TANK APPLICATION WILL BE DENIED AND THE APPLICATION FEE WILL NOT BE REFUNDED IF DEHS FINDS AN OWTS IS FEASIBLE.

KEEP IN MIND THAT IT IS YOUR RESPONSIBILITY TO NOTIFY EHS OF THE COMPLETION OF THE INSTALLATION OF YOUR SEWAGE HOLDING TANK OR ANY CHANGE OF OWNERSHIP! PERMITS ARE NOT TRANSFERABLE! PENALTY FEES MAY BE ASSESSED!

OPERATING PERMIT

When a sewage holding tank has been installed and is ready for use, a sewage holding tank permit is required and is RENEWABLE ANNUALLY. If use is made of the sewage holding tank prior to obtaining this permit, a penalty fee will be charged. This permit may be obtained in lieu of the "Construction Permit," if desired by the applicant. To obtain the Operating Permit, follow instructions as described under "CONSTRUCTION PERMIT" on previous page, and submit a copy of the final inspection from the Division of Building and Safety, which indicates that installed holding tank complies with the state minimum standards.

For your convenience a copy of the ordinance, "Guidelines for Design and Installation of Sewage Holding Tanks" and a "Sewage Holding Tank Application" are attached.

Information regarding tank permits is available from local offices of the Department of Architecture, Building, and Engineering, the local sewering entity, and the Division of Environmental Health Services.

Subsequent to issuance of an Operational Permit, notice of the existence of a sewage holding tank as the approved means of sewage disposal for a property will be recorded by EHS. The application for the permit shall serve as recordation notice and the signature of the property owner shall signify the owner(s) agreement to this recordation action.

If you have any questions, please call 800-442-2283.

GUIDELINES FOR DESIGN AND INSTALLATION OF SEWAGE HOLDING TANKS

Sewage waste holding tanks are permitted for construction within the boundaries and/or spheres of influence of some sewer districts. These guidelines list basic information for manufacture and installation of holding tanks.

TANK AND DESIGN CRITERIA

The design and details of construction of each sewage waste holding tank shall be submitted to the Division of Building and Safety for approval prior to fabrication and installation.

1. Structural design and coating criteria shall be the same as that shown in the Uniform Plumbing Code for a septic tank of the same size, including appropriate product standards.
2. Tank capacity shall be at least 2000 U.S. gallons for a new dwelling.
3. Tank shall be without baffles or partitions.
4. Tank shall be equipped with at least one water and gas tight access extended to or above finish grade. Access shall be at least 20" in diameter and be lockable when closed and located in the inlet of the tank.
5. An electric alarm system shall be installed in each tank and indicate when the tank is approximately 75% filled. All equipment shall be located so as not to interfere with pumping or be subject to mechanical damage and shall be accessible for repairs and adjustments.
6. For installation of a sewage holding tank for an existing structure, requirements may be modified on a case-by-case basis when an applicant provides sufficient justification to the Division of Environmental Health Services, and EHS and the Division of Building and Safety approve the proposal.

JOB SITE PLAN REQUIREMENTS

When applying for a building permit on a project that will have a sewage waste holding tank, submit two copies of the plot plan containing the following information:

1. Show all structures, property lines, holding tank, location of your well and neighboring wells as well as any water and sewer lines by dimensions. Indicate the holding tank size.
2. Show pumper parking space, distance to pumping manhole, and the difference in elevation between the bottom of the tank and grade level of pumper parking space.
3. Provide a signed statement by a licensed San Bernardino County septic tank pumper certifying that the proposed system can be serviced.

INSTALLATION

Waste holding tanks shall be inspected during construction by the Department of Architecture, Building, and Engineering unless they are San Bernardino County listed approved prefabricated units.

1. Tanks shall be at least 5 feet from property lines, structures, and water lines.
2. Tanks shall be within 75 feet of the pumper parking area and no more than 20 feet below the pumper parking area measured from grade level to the tank bottom.
3. Tanks should be located to make the connection to the sewer, when it becomes available, as easy as possible but without running the sewer over the abandoned tank.
4. Each tank shall be filled with water for inspection to check for leaks and operation of the alarm system.
5. The alarm system shall be installed on a separate electrical circuit. Each installation shall have an electrical disconnecting means within sight of the tank.
6. High level alarm indicators shall be located in the kitchen or bathroom.
7. Plumbing fixtures connected to the holding tank shall be the same as used with conventional sewer systems and water saving faucets must be used.
8. All residential and commercial hose bibs shall be equipped with anti-siphon prevention devices.
9. Abandoned holding tanks shall be removed from the property or the tank pumped and back-filled with sand.

APPLICATION FOR SEWAGE HOLDING TANKS

PERMIT FEES
Please refer to the County Code Schedule of Fees for fee amounts: CONSTRUCTION PERMIT – ONE TIME FEE OPERATING PERMIT – ANNUAL FEE

THIS SECTION TO BE COMPLETED BY APPLICANT			
LOCATION OF HOLDING TANK			
Site Address	City	State	Zip
Lot and Tract Numbers	Assessor's Parcel Number		
If you can give only the lot and tract or Assessor's Parcel Number, please sketch a map on an attached sheet showing how to get to your lot(s).			
Sewering Entity or District			
OWNER INFORMATION			
Name of Owner		Phone Number	
Address	City	State	Zip
Signature X		Date	
Print Name	Title		
Representative's Name		Representative's Phone Number	
Name of Previous Home Owner			

For Office Use Only For Office Use Only For Office Use Only For Office Use Only For Office Use Only	
Application	Sewering Entity Agreement
Fee Paid	Property Owner Agreement
Final Inspection	Pumper Contract
Other	

For Office Use Only For Office Use Only For Office Use Only For Office Use Only For Office Use Only			
Fee:	FA Number:	Record ID:	PE Number:
Late Fee: ☐ Y ☐ N	Designated Employee:	Received By:	Date:
Check One: ☐ New ☐ Transfer ☐ Reactivate		Changes (please specify):	

AGREEMENT BETWEEN PROPERTY OWNER AND COUNTY OF SAN BERNARDINO

AGREEMENT TERMS

Property owner shall be in charge of and responsible that:

a) All sewage of the property shall be discharged to the sewage holding tank or to such other receptacle as approved by DEHS and Division of Building and Safety.
b) A written contract with a licensed septic tank pumper shall be in effect at all times to service the sewage holding tank on a regularly scheduled basis as per Section 33.0877 of the County Code. A signed copy will be submitted as an attachment to this application.
c) In the event the contract with the septic tank pumper is terminated, the property owner shall notify DEHS and immediately obtain another contract to achieve compliance with the San Bernardino County code.
d) If the property owner fails to correct any problem or fails to maintain the system at the proper level of sanitation within forty-eight (48) hours after notification by DEHS, the County of San Bernardino or its agents may enter the property, correct the problem and maintain the system at the expense of the property owner.
e) The appropriate Regional Water Quality Control Board may adopt rules or regulations that would prohibit or curtail the use of holding tanks, thereby rendering the property unavailable for occupancy. If such action is taken by any agency outside the control of the County of San Bernardino, the County of San Bernardino shall be held harmless from the results of such action.
f) As soon as sewage collection lines are available for service to the property, the property owner shall connect to the sewage collection line and abandon the sewage holding tank in accordance with the provisions of Section 33.0881 of the County Code.
g) If the property is sold, the new property owner must obtain a new permit and shall be given written notice of the permit conditions to be completed prior to occupancy of the property.
h) The sewering entity may at its discretion add such conditions, as it may deem necessary to the permit prior to the execution of the agreement between the sewering entity and the property owner.

I, the undersigned, have read and understand items (a) through (i) of this permit application and shall comply fully with each of these items. I also understand that additional conditions may be imposed by the sewering entity, the Division of Building and Safety, and the Division of Environmental Health Services prior to issuance of the permit here being applied for, and upon acknowledgment of these conditions I shall be bound by them as well. With this understanding, I do freely enter into this agreement on date listed below.

Signature X		Date
Print Name	Title	
Signature X		Date
Print Name	Title	

AGREEMENT BETWEEN THE SEWERING ENTITY AND THE PROPERTY OWNER

APPLICANT INFORMATION			
Applicant	Email		
Property Address	City	State	Zip

AGREEMENT TERMS

The sewering entity for the property referenced below, agrees to the following:

1) "The property is within the Entity's boundaries or 'sphere of influence.' If the property is not within the sphere of influence of a sewering entity, the property must meet the conditions as set forth in Section 33.0873 (a) of the County code."

2) "The Entity shall accept sewage from the applicant's holding tank into its sanitary sewer system (a) subject to the conditions listed below or (b) with no additional conditions."
[Cross out (1) or (2).]

3) "The Entity is authorized to hold any bond required pursuant to Section 33.0878 of the County code, and to utilize the bond to render services necessary to eliminate any hazardous condition created by the applicant's sewage holding tank."

SEWERING ENTITY OR AUTHORIZED AGENCY SIGNATURE	
Sewering Entity or Authorized Agent	Date
Signature X	
Print Name	Title

ADDITIONAL CONDITIONS

The following additional conditions are deemed necessary for issuance of a permit to construct and/or operate a sewage holding tank: (Use additional pages if necessary).

Take this form to the governing sewering entity, have them complete it, and return to the Division of Environmental Health Services with the balance of forms in the attached packet for issuance of a holding tank permit.

AGREEMENT BETWEEN THE SEWERING ENTITY AND THE PROPERTY OWNER EXHIBIT "B"

BIG BEAR AREA REGIONAL WASTEWATER AGENCY (BBARWA)

The sewering entity for the property referenced below, agrees to the following:

1) "The property is within the Entity's boundaries or "sphere of influence." If the property is not within the sphere of influence of a sewering entity, the property must meet the conditions as set forth in Section 33.0873 (a) of the County Code."

2) "The Entity shall accept sewage from the applicant's holding tank into its sanitary sewer system (a) subject to the conditions listed below or (b) with no additional conditions."[Cross out (a) or (b) above.] The property owner must use an approved septage hauler to deliver the waste material to the designated disposal site. Approved waste haulers are Connelly, Willis, Romans, Motherlode, and Big Bear Disposal.

3) "The Entity is authorized to hold any bond required pursuant to Section 33.0878 of the County Code, and to utilize the bond to render services necessary to eliminate any hazardous condition created by the applicant's sewage holding tank."

APPLICANT INFORMATION

Applicant	Email		
Property Address	City	State	Zip

SEWERING ENTITY OR AUTHORIZED AGENCY SIGNATURE

Sewering Entity or Authorized Agency	Date
Signature X	
Print Name	Title

ADDITIONAL CONDITIONS

The following additional conditions are deemed necessary by for issuance of a permit to construct and/or operate a sewage holding tank. See item 2 above. (Use additional pages if necessary)

Take this form to the governing sewering entity, have them complete it, and return to the Division of Environmental Health Services with the balance of forms in the attached packet for issuance of a holding tank permit.

MAP OF LOCATION OF HOLDING TANK

SKETCH A MAP IN THE SPACE BELOW SHOWING ACCESS TO THE LOCATION OF THE HOLDING TANK PROPERTY. PLEASE STAT WITH WELL-KNOWN STREETS OR ROADS AND INDICATE LANDMARKS AND OTHER DETAILS.

ALSO, SHOW THE LOCATION THE TANK AND DISTANCES FROM THE TANK TO THE HOUSE, PROPERTY LINES AND YOUR WELL AND ANY NEIGHBORING WELLS

1 Square = 10 ft. 5 squares = 50 ft. 7 ½ squares = 75 ft 10 squares = 100 ft.

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CONTRACT BETWEEN A SEPTIC TANK PUMPER AND THE PROPERTY OWNER

As per Section 33.0877 of the San Bernardino County Code, a contract with a septic tank pumper under permit to this County shall be placed on file with the Division of Environmental Health Services, which shall include all requirements provided for under that section.

ATTACH A COPY OF THE SEPTIC PUMPER CONTRACT TO THIS APPLICATION!