JONES COUNTY ENVIRONMENTAL SERVICES

STEPS IN OBTAINING A SEPTIC PERMIT

1. SUBMIT A COMPLETED SEPTIC APPLICATION
   a. Make sure that ALL information is filled out
   b. Must include drawing of site
   c. Must include completed perc test
   d. First page must be signed by Certified Contractor or owner.
   e. Perc test must be performed and signed by Certified Contractor
   f. Fee must also be paid at time of submittal

   If any parts are not completed, application will not be accepted.

2. 911 SIGN MUST BE INSTALLED PRIOR TO SITE VISIT

3. ALLOW UP TO 2 WEEKS FOR SITE TO BE PERMITTED

4. PERMIT WILL BE MAILED TO THE "MAILING ADDRESS" ON THE APPLICATION

5. YOU MUST CALL 24 HOURS IN ADVANCE OF A FINAL INSPECTION AND THE SYSTEM MUST BE LEFT UNCOVERED UNTIL THE INSPECTION IS COMPLETED

6. IF A FINAL INSPECTION IS NOT COMPLETED BEFORE THE SYSTEM IS COVERED, THE APPLICANT WILL BE IN VIOLATION OF THE JONES COUNTY ORDINANCE TITLE V CHAPTER 5 PRIVATE & PUBLIC SEWAGE DISPOSAL SYSTEMS RULES

JONES COUNTY ENVIRONMENTAL SERVICES
105 Broadway Place, Ste 11, Anamosa IA 52205-1134
Telephone (319) 462-4715 Fax (319) 462-5302 www.jonescountyiowa.org

Date Rec'd _____ *Check #*_____
*Amount*_____ *Permit #*_____

APPLICATION TO INSTALL A PRIVATE SEWAGE DISPOSAL SYSTEM

Name of Owner:_____ **Phone:**_____

Site Address:_____

Mailing Address:_____

Certified Septic Contractor:_____

Legal Description: Section _____ **Township** _____ **Range** _____ **Lot#** _____ **Lot Size**_____

Addition:_____ **Township Name:**_____

Bedroom #:_____**If non-residence, state building type & estimate water usage stating # people, hrs/day, days/wk, # fixtures:**

_____

_____

Is E911 sign installed? ____**Yes** ____**No** **Is it new construction** ____**Yes** ____**No** **Is the grade final?** ____**Yes** ____**No**

Is this a REPAIR to existing system?___**Yes**___**No** **Specify repair type:** _____

Is this a REPLACEMENT of existing system?___**Yes**___**No** **Year system was installed:**_____

If an existing house, indicate interest in DNR low cost loan program: ___**Yes**___**No**

Water Supply: _____**Public/City** _____**Community Well - # homes** _____**Private Well**

All wastewater *must* be connected to the septic system
DRAW A DIAGRAM OF YOUR PROPERTY ON THE BACK OF THIS APPLICATION
Application Fee: **$250** *Checks payable to*: **Jones County Environmental Services**

I certify the above information to be complete and correct and that the installation will conform with the laws and/or ordinances of The State of Iowa and Jones County.

Signature of Owner or Agent:_____ ***Date:***_____

For Office Use: Tank Size:_____
Type of System: _____Conventional Soil Absorption: _____ 2 ft wide or _____ 3 ft wide ___ rock or ___ chamber
_____Sand Filter_____Packed Media Filter _____Recirculating Fabric Filter_____Mound _____Other

_____

_____

_____

_____

_____

_____

_____

_____

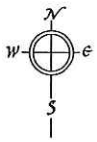
_____

Date Issued/Mailed: **Approved by & date:**

SITE PLAN: Draw the following and give the distances from each of the following locations:

- ❑ Lot dimensions
- ❑ Road(s)
- ❑ Existing or proposed structures
- ❑ Driveways
- ❑ Existing drainage ways or tiles
- ❑ Percolation test hole locations
- ❑ Proposed site for septic tank
- ❑ Proposed site for septic absorption field
- ❑ All existing wells and septic systems within 150 feet of installation site

Minimum distances: *10 feet between any structure and septic system; 50 feet between well and septic tank; 100 feet between well and septic absorption field*



*Please give specific driving directions to site if difficult to locate:*_____

_____

_____

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PERCOLATION TEST DATA FORM

Name of Owner_____ Day Phone_____

Site Address_____

Mailing Address_____

Certified Septic Contractor_____

Legal Description of Site Location:

Section_____Township_____Range_____ Lot #_____

Addition_____Township Name_____

Read all instructions before beginning the test

Percolation Test Instructions

Percolation tests are required before any lateral field is installed. A licensed contractor of the applicant's choice may perform tests. The following procedure must be performed.

1. A 6-foot test hole must be dug first. If water or rock is encountered at less than 6 foot the perc holes need to maintain the 3 foot separation to be shallower. Ex: Hit water at 5 foot, perc holes **can not** be deeper than 2 feet. Note on the percolation test form if bedrock or water was encountered and at what depth.
2. A minimum of three test holes in the proposed lateral field area is required.
3. Percolation test holes shall be 4 to 12 inches in diameter and the same depth as the proposed absorption trenches (recommended depth = 36 inches).
4. Rough all sides and bottoms of the test holes to create a natural surface. Remove all loose material from each hole.
5. Fill each hole with at least 12 inches of water being careful not to disturb the roughed sides of the hole. Maintain the depth for a minimum of 4 hours preferably overnight if clay soil is present. It is extremely important to presoak each hole as recommended in order to obtain accurate results.
6. In sandy soils with little or no clay, soaking is not necessary. If, after filling the hole twice with 12 inches of water, the water seeps completely away in less than 10 minutes, the percolation test can be performed immediately.
7. With the exclusion of sandy soils, percolation testing should be done at least 15 hours, but no more than 30 hours after the presoaking period began. First, remove any soil that sloughed into the hole during presoaking. Next, add 2 inches of clean gravel to each hole and adjust the water level to 6 inches above the gravel (8 inches from the bottom of the hole). Do not allow the water level to be any higher than 6 inches above the gravel at any time during the test.
8. Immediately measure and record the starting water level from the top of each hole. Each measurement should be made from a fixed point (e.g. surface level) at 30-minute intervals.
9. The test is continued until the rate stabilizes and 2 successive water level drops do not vary by more than ¼ inch. At least three measurements must be made.
10. After each measurement, the water level should be readjusted to the initial 6-inch level.
11. In sandy soils in which the first 6 inches of water added after the presoaking period seeps away in less than 30 minutes, measurements are made every 10 minutes for 1 hour.
12. Record all results in the table on the reverse of this sheet. These results must be submitted to this office along with the *Application for Permit to Install an Onsite Waste Treatment System.*
    Perc test holes and six-foot hole should be left open and flagged for inspection by Environmental Service department personnel after the completion of the test.

Test Hole #1 Depth=____ Time=_____	Time Interval 30 min. or 10 min.	Measurement in inches Start - End =		Drop in water level, inches	Percolation rate, min/inch (office use only)
Test Hole #2 Depth=____ Time=_____	Time Interval 30 min. or 10 min	Measurement in inches Start - End =		Drop in water level, inches	Percolation rate, min/inch (office use only)
Test Hole #3 Depth=____ Time=_____	Time Interval 30 min. or 10 min	Measurement in inches Start - End =		Drop in water level, inches	Percolation rate, min/inch (office use only)

You must dig a six-foot test hole. At what depth was **rock OR water** encountered? _____

How long were test holes pre-soaked? _____

Perc test holes and six-foot hole should be left open and flagged for inspection by Environmental Service department personnel after the completion of the test.

Comments: _____

I certify the above information to be true and correct:

_____

Signature of Certified Septic Contractor

Date of Test