



On-site Wastewater Treatment System (OWTS) Checklist - New Systems

If you plan to put in a septic system, [follow each of these steps in order](#) to get a Conditional Permit and final approval for your system. If accessing this document online, click on the hyperlinks to complete the documents online. Please call or email us if you have any questions!

Part 1: Before Submitting an Application

Answer the following questions:

1. Does your property fall in the 100 year floodplain? If yes, you need to get a floodplain permit from Delta County EH before building ANYTHING on the site.
 - To answer this question, click [here](#) to access the FEMA flood hazard map. Look to see if your property falls in "Zone AE" or "Zone A" - these are 100 year floodplains.
☐ Yes
☐ No
2. Are you going to disturb 1 acre of ground or more during development? If yes, you need to get a stormwater discharge permit from the Colorado Department of Public Health and Environment.
 - Use this [webpage](#) to find the stormwater discharge permit application.
☐ Yes
☐ No
3. Does your property obtain access from a state highway? If yes, you need to submit a copy of your Colorado Department of Transportation (CDOT) access permit with your application. If you do not already have an access permit, you need to fill out an access permit application with CDOT.
 - Contact CDOT to get a copy of the access permit. Use this [webpage](#) to find CDOT contact information and an access permit application.
☐ Yes
☐ No
4. Is your OWTS application for a commercial property AND are you zoned for the planned use? (i.e. campground, RV hookups, business use?) If not, contact the Planning Department.
 - Call your local jurisdictional planning department.
☐ Yes
☐ No

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5. Do you have access AND an address? If not, you need to fill out the Development Application from the Planning Department and get a valid address/access if you live in the county.
 - ☐ Yes
 - ☐ No
 - Use this [webpage](#) to find the development application.
 - ***NOTE: Delta County regulations require that each livable structure on a piece of property have its own address (this means that if you have a main house and a guest house, you would have 2 addresses tied to your property). Contact the Planning Department at (970) 874-2110 if you have any questions.***
6. Is your property located in or directly adjacent to a municipality? If yes, you need to obtain documentation of municipality refusal to connect to a community sewer (if the municipality has a community sewer).
 - To answer this question, use this [webpage](#) to search your address.
 - ☐ Yes
 - ☐ No

Part 2: Building Your Application

After you have completed Part 1, continue the next steps below:

7. Get an OWTS application from the Health Department.
 - Use this [link](#) to fill out the application form online, OR
 - Use this [link](#) to download a fillable application, OR
 - Come to the Health Department to get a hard copy application.
8. Hire a Registered Professional Engineer to design the OWTS system. Once complete, submit the design to the Health Department with your application.
 - Click [here](#) to see the list of Registered Professional Engineers.
 - ***NOTE: Sometimes engineers will send us the design directly. We cannot review your application until we have the design.***
9. Hire an OWTS installer to install your new system.
 - Click [here](#) to see the list of licensed installers.
 - ***NOTE: If you are the homeowner and you want to install the system yourself, you may do so.***

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10. Submit the OWTS application and design to Delta County - Environmental Health.
 - Complete the application form online (link under Step 7) and we will receive the application automatically, OR
 - Email it to us at eh@deltacountyco.gov, OR
 - Drop off a hard copy to the Health Department.
 - **NOTE: Submitting the application does not permit you to begin constructing the system. You must wait for the Conditional Permit.**
11. Wait for the Conditional Permit to be generated.
 - Once the Conditional Permit is generated, you will receive an email with the subject line, "Permit Generated - Payment Requested."
 - We need 48 hours to review your application and engineering. The clock starts once we have received both pieces of information.
 - *NOTE: It is possible that we will need additional information or edits made to the engineer's design. This could delay permitting the system.*
12. Pay OWTS permit fee.
 - Call (970) 874-2165 to pay by phone, OR
 - Come to the Health Department to pay in person.
13. Receive Conditional Permit.
 - You will receive a copy via email, OR
 - You can pick up a hard copy at the Health Department.
14. Begin constructing the OWTS system.
 - *NOTE: The Conditional Permit is required prior to Construction of OWTS.*

Part 3: After OWTS Installation

After the system is installed and **BEFORE IT IS BACKFILLED:**

15. Contact the Health Department - Environmental Health to schedule a final inspection.
 - Email us at eh@deltacountyco.gov, OR
 - Call us at (970) 874-2165.
16. Contact your Registered Professional Engineer to schedule a final inspection.
17. As-Built Certification: Ask the Registered Professional Engineer to submit to the Health Department an "as-built" drawing of the installation per the design and a letter certifying the installation.
 - *NOTE: The engineer will usually email these documents to us directly.*
18. Final Approval: The Health Department will issue a final operating permit number after Steps 1-16 have been completed.