



Lee County Health Department  
Environmental Services

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**ON-SITE HOLDING TANK SYSTEM – APPLICATION TO INSTALL**

**EXPIRES SIX MONTHS FROM DATE OF ISSUANCE**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Site Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parcel # \_\_\_\_\_

► **APPLICATION AND FEE MUST BE SUBMITTED AND APPLICATION APPROVED BEFORE CONSTRUCTION BEGINS** ◀

**PROPOSED SYSTEM/SITE INFORMATION**

Number of Bedrooms \_\_\_\_\_ Number of Wells \_\_\_\_\_ GPS reading of well(s) \_\_\_\_\_ / \_\_\_\_\_  
Septic Tank Capacity:      1,250 gal.      1,500 gal.      1,750 gal.      2,000 gal.  
   3 Bedroom or <      4 Bedroom      5 Bedroom      6 Bedroom  
GPS Reading of Tank(s) \_\_\_\_\_ / \_\_\_\_\_ Manufacturer \_\_\_\_\_

**SYSTEM TYPE**

Number of people using system \_\_\_\_\_ Number of days in a month will it be used \_\_\_\_\_  
Pond or lake proximity \_\_\_\_\_  
Property lines \_\_\_\_\_  
Other Information \_\_\_\_\_

Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY!**

Amount Due: \$300.00

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Cash   ☐ Check No. \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Survey Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved: Y N

Final Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inspected by: \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

**SEE REVERSE SIDE FOR POLICY AND SIGNATURE**

03/2016

## ON-SITE POLICY

This policy is to clarify the procedure for issuance of an On-Site Holding Tank System Permit and the responsibilities of the owner and their chosen installers.

Lee County Health Department – Environmental Services staff must evaluate and approve the site upon receipt of the application. The required fee must be included with the application. If the application is submitted online, the fee must be paid and a site evaluation performed before the permit is approved.

The landowner is responsible for the design of a code compliant on-site holding tank system which is properly sized for the structure as listed by the Lee County Assessor and appropriate to the site while observing all setback distances required by Iowa Code *Chapter 69 Private Sewage Disposal Systems 567-69 (455B)*. The proposed system design and type must be approved by Lee County Health Department – Environmental Services staff. The use of alternative on-site systems must be approved by the LCHD staff on a specific site basis. LCHD staff may require an engineer to design the on-site system at the landowner's expense and sign off on any proposed changes.

The installer is responsible for installing the system in compliance with the Iowa Code 567-69.1 (455B) and applicable county ordinances. The system must also be installed in compliance with manufacturer's specifications for the components used by the installer. An inspection by Lee County Health Department Environmental Specialist must be conducted before the system is allowed to be covered. If the owner/installer wishes to cover a portion of a system for any reason, LCHD staff must be contacted and permission given prior to backfilling and only to the extent allowed. If approval of the constructed system is withheld at time of post construction inspection, the system may not be covered or placed in service until it is brought within code requirements and approved after re-inspection.

Upon approval of the application, the landowner will submit a written request to the Board of Health for approval of a variance at its next scheduled meeting. The Board of Health will make the final decision on the variance.

Failure of the owner/installer to comply with the conditions of the signed variance will be subject to enforcement and referral to Lee County Attorney's Office. *Violations are currently classified as misdemeanors by Iowa Code.*

In addition, failure to comply with this policy may result in the permit not being approved. A system may not be modified after construction and placed back in service after the system for a significant amount of time without notifying Lee County Health Department – Environmental Services staff and obtaining permission which may require bringing the system into compliance with current code.

Lee County Health Department Environmental Staff will conduct annual inspections to assure that the system is being maintained. A reasonable fee as approved by the Board of Health will be charged to the landowner for this inspection.

I have read this policy and agree to comply with the policy's provisions.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_