

EASTERN HIGHLANDS HEALTH DISTRICT GUIDE TO BUILDING PROJECTS AND SEPTIC SYSTEM INSTALLATIONS

Building Project Approvals

Most building projects require approval from the local health district before a building permit is issued ([cited code](#)). Obtaining approval from the local health district is a critical step to insure a safe and sanitary project that will pose no risks to you, your neighbors and future owners of the property. Obtaining approval from the health district does not need to be a stressful experience. The key to a quick approval is to be well informed and to provide that information at the time of initial application. The following detailed processes will help to provide the information you need to speed through health district approvals as quick as possible. Of course do not forget to check with the local building and zoning officials for any requirements they may have. **If there is any question at all about whether your project requires health district approval or you have questions regarding these processes please us at call 429-3325. It is better to be safe than sorry.** Any required forms or applications can be obtained at town satellite offices or the main office in the Mansfield Town Hall.

New House or Business Construction

For structures in non-sewered areas, no construction (including foundation installations) can begin until the health district has approved a septic system site design plan. Please submit the follow to initiate the permit review and approval process:

- 2 copies of the septic system site plan design (please contact us directly if you have questions regarding the details of engineered v. non-engineered design plans)
- A completed application for a permit to construct a septic system
- Both the fee for the plan review and the fee for the permit application (fees change from year to year, so please call us for the latest fee schedule)

All of the above items must be submitted together to either the town satellite office or the Main Office in the Mansfield Town Hall to initiate the review process. Initial review time is 10 working days.

B100a Applications for Additions, Accessory Structures, etc.

Health district approval is required prior to construction of any new additions, dormers, decks, deck enclosures, accessory structures such as pools, sheds, gazebos, detached garages and so on. See the [CT Public Health Code for B100a](#) for more information. To obtain approval please submit the following to the town satellite office or the EHHD Mansfield office:

- A completed EHHD B100a form - “Application for Building Conversions, Change of Use, Building Addition or Accessory Structure, and Lot Line Changes” for your project, with the appropriate fee (contact us for [fee schedule](#)).
- An accurate site plan showing the proposed structure and all relevant site features noted in the application instructions. **The level of detail required in the site plan may vary from one project to the next. Therefore, please contact us directly for guidance on your specific project.**

- All available soil test information for the property. If no soil data is available for your property, you may need to arrange for soil testing with EHHD. (For details see “soil testing” process in this document)

Our initial review will determine your need for soil testing. The initial review time for B100a applications is 5-10 working days. Applications that required soil testing will require additional time to complete the review processes.

Certificate of Occupancy Approval for New Homes or Commercial Buildings

The following minimum actions must take place before the health district will approve a certificate of occupancy for those structures served by individual well and septic system:

- A successful final inspection of the septic system installation (see “Site Inspection for Septic System Installation” process in this document)
- An septic system as-built plan containing the proper information submitted (see as-built plan form for detailed information)
- A permit to discharge to the new septic system issued by the health district
- A well completion report submitted by the licensed well driller demonstrating compliance with applicable codes
- A standard well water quality test report submitted by a certified lab demonstrating potable water (some wells may be required to do additional testing)
- Other actions as deemed necessary by the project sanitarian

Site Inspections for Septic System Installation

The following policies are in effect when scheduling an inspection for septic installation:

- Call the sanitarian directly responsible for inspections in your town to schedule all appointments for sewage disposal system construction /installation inspections (Contact information for your sanitarian can be found at the end of this document).
- **Minimum 24 hours notice required scheduling any inspection** and voicemail messages requesting inspections **do not** guarantee appointments, so please follow-up messages with a confirmation call to the EHHD Mansfield office or the office in your town to verify an inspection appointment.
- Required inspections **may** include: stake/benchmark inspection, strip and scarify inspection, final inspection, and pump/alarm inspection, curtain drain inspection or fill inspections where applicable. **Contact the responsible sanitarian directly to confirm which inspections are required for your project to avoid problems.**

To Schedule Soil Testing

The following policies are in effect when scheduling soil testing:

- Call the sanitarian responsible for the town directly to schedule soil testing for either test pits or perc tests. (See contact info at end of the document)
- Up to 10 days’ lead time may be required for scheduling soil tests
- Prior to the soil testing date, you must submit an EHHD Soil Testing Application and appropriate fee(s) to the town satellite office or the EHHD main office in the Mansfield Town Hall.

Sewage Disposal System Repairs

The following policies are in effect when scheduling soil testing:

- Call directly the sanitarian responsible for your town to schedule soil testing and site evaluation (Follow “Schedule Soil Testing” policies detailed above).
- Submit repair plans, permit application and applicable fees to the town satellite office or the EHHD Mansfield office or the office of your town for review
- Review time 5-10 working days
- After approval of plans and permit, the installer must contact the EHHD Mansfield office or the office of your town to schedule all necessary inspections (see “site inspections” above).

HEALTH DISTRICT CONTACT INFORMATION

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