

Flathead County Septic Permitting Process Checklist: Site Review Path

Return all required paperwork to ehhealth@flathead.mt.gov or call 406-751-8130 ext. 5

- Submit an application with detailed site plan drawing**
 - Pay for the application
 - Let the County know when the house, well, and drainfield site are staked out
 - Use 4 stakes for each corner of the drainfield, and one stake for the well. Clearly label all stakes and mark them with colorful tape or paint if necessary.
- A County Sanitarian will visit the site to determine approval and draft "Site Evaluation and Design Report."**
 - The Sanitarian will be in contact with you if more information is needed.
 - The approved site plan and "Site Evaluation and Design Report" will be sent to the owner and installer via email.
- Give the "Site Evaluation and Design Report" to a certified designer to draft a pump design.**
 - Many licensed installers are also certified designers, so check with them first.
 - Local septic tank dealers such as Flathead Concrete or Glacier Precast have a certified installers on staff.
 - The certified designer will submit the pump design to the county.
- A county sanitarian will review and approve the pump design and draft the permit.**
- An Environmental Health representative will contact you when your permit is ready.**
 - Your permit will be issued as soon as it is paid for.
- The septic system shall be installed and inspected within 1 year of the permit being issued.**
 - The final inspection is performed by County personnel and shall occur prior to backfilling any portion of the system.
 - Failure to have the system installed and inspected within one year will result in revocation of the permit.
- Final approval is given at time of inspection and permit will be finalized by the County.**