

# Flathead County Septic Permitting Process Checklist:

## Site Evaluation Path

- Submit an application with detailed site plan drawing**
  - Pay for the application
- A County Sanitarian will be in contact with you and/or your installer to schedule a time to meet on your property to discuss septic location. The sanitarian may require any of the following items from you:**
  - Hire an excavator to dig test holes to analyze soils, groundwater, and bedrock. The sanitarian will need to be present to observe these test holes being dug.
    - *Note: Groundwater monitoring may be required if depth to high groundwater is a concern. If necessary, a monitoring pipe will be installed in the test hole and monitored through the following spring. Once the results are collected, the permitting process will proceed as follows*
  - Gather a water sample from a neighboring property and obtain a background nitrate/nitrite analysis from Montana Environmental Laboratory.
    - The sanitarian will use the Nitrate result to run a non-degradation analysis to ensure the proposed system meets A.R.M. 17.36.7151 limits for level of Nitrates and Phosphorus entering groundwater, downgradient surface water and nearby surface water.
- The County Sanitarian will use the field data 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 certified designers 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. 48 hours notice for final inspection is required.
    - 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.**