

Town of Vienna

Code Enforcement Office

2083 NYS Rte. 49, P.O. Box 250, North Bay, NY 13123

315-245-2191 Ext. 6 / E-mail: codesofficer@townofviennany.org

Septic System Permit Instructions

This application must be filled out completely in ink, typed or clearly printed and submitted to the Codes office for review and approval.

This application must be accompanied by two sets of design prints stamped and signed by a New York State licensed design professional.

The design and installation of a Waste Water Treatment System must conform to Appendix 75-A of the New York Sanitary Code.

Contactors must provide proof of New York State Workers Compensation and Disability Insurance prior to the issuance of a permit.

No part of the waste water treatment system shall be covered until the required inspections have been done and approved by the Authority Having Jurisdiction or its authorized agent.

PLEASE CONTACT THIS OFFICE AT LEAST 24 HOURS BEFORE PLANNED COVERING. Failure to contact this office prior to covering could result in work having to be removed at the owner's or contractor's expense to allow for all required inspections.

Tests and final inspection are to be made by a licensed design professional registered with the State of New York. A statement from said professional confirming the installation was completed in compliance with the system design plans shall be provided to this office prior to the issuance of a Certificate of Compliance.

The application fee for a septic system permit is \$50.00.

TOWN OF VIENNA

2083 NYS Rte. 49
PO Box 250
North Bay, NY 13123
315-245-2191 Ext. 6
codesofficer@townofviennany.org

Septic System Permit (On Site Waste Water Treatment System)

OFFICIAL USE ONLY

Permit Number: _____ Date: _____
Fee: _____ Approved by: _____

Address of Proposed Work: _____

Tax Map Number: _____ Property Zone: _____

Property owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone number: _____ Email: _____

Applicant: Owner ☐ Owner's Agent ☐ Title: _____

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone number: _____ Email: _____

Application is for:

☐ Residential ☐ Commercial
☐ New System ☐ Replacement of existing system ☐ Repair of existing system

Please answer the following:

Number of bedrooms: _____ Size of lot: _____

Garbage disposal: Yes _____ No _____ Size of proposed septic tank: _____

Water supply: ☐ Public ☐ Well...distance between well and septic system: _____

Engineer Information:

Name: _____ Phone number: _____

Address: _____

Email: _____

Percolation Test Hole #1: _____ Hole #2 _____

Deep Hole Test Results: _____

Date of tests: _____ Weather Conditions: _____

Contractor Information:

Name: _____

Address: _____

Phone number: _____ Email: _____

Description of proposed Work:

The design and installation of all on site waste water treatment systems shall conform to Appendix 75A of the New York State Sanitary Code.

Findings of the percolation tests must be sketched on at least a minimum size of 8 ½ x 11 paper attached to this application and bear the signature of the engineer conducting the test. Show the location of all structures and location of the well if applicable.

Tests and final inspection shall be made by a Licensed Design Professional registered with the State of New York prior to covering any work. Said design professional shall submit a statement to the Code Enforcement Office confirming that the system was installed in accordance with their approved design plans and conforms with Appendix 75A of the New York State Sanitary Code.

NO PART OF THE WATER TREATMENT SYSTEM SHALL BE COVERED UNTIL THE REQUIRED INSPECTIONS HAVE BEEN CONDUCTED AND APPROVED BY THE AUTHORITY HAVING JURISDICTION OR ITS AUTHORIZED AGENT. TOWN INSPECTOR MUST BE NOTIFIED AT LEAST 24 HOURS BEFORE PLANNED COVERING.

My signature indicates I have read the requirements of the application and agree to allow the Town of Vienna Code Enforcement Office or its authorized agent(s) to inspect the sufficiency of the work being done.

Applicant's signature: _____ Date: _____

Print name: _____ Owner [] Owner's Agent []

Title: _____

Site Plan Drawing*
*See sample on next page
for instructions

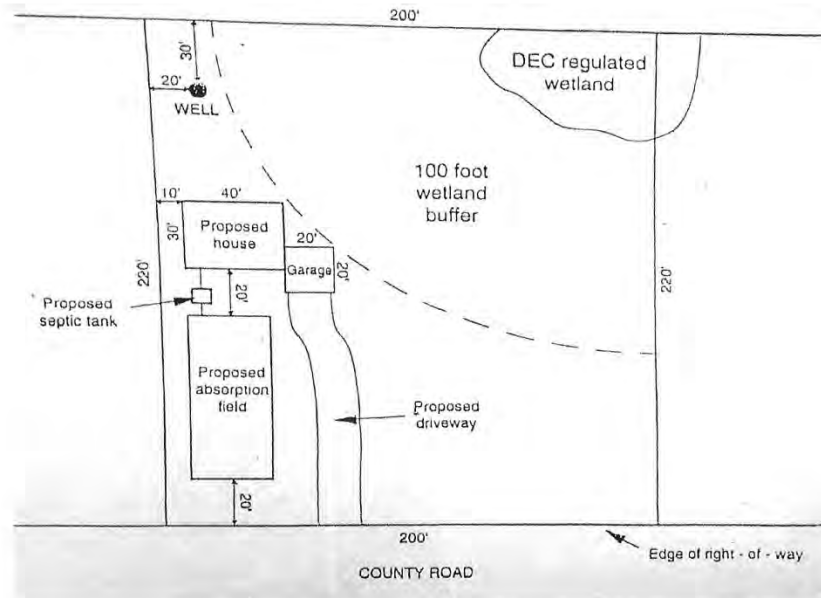


Must include:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions and distance from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities
- Show separation distance between well and sewage disposal facilities (if applicable)

Additional drawings may be submitted separately

SAMPLE SITE PLAN*



* Elements that should be included on a site plan are:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions, and distance from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities
- Existing and proposed landscaping and storm water facilities (for large-scale projects only)

