



# Submittal Requirements for New/Repair of Individual Sewage Disposal Systems



Email Application to: [eh@carsoncity.gov](mailto:eh@carsoncity.gov)  
**Permits are NON-Transferrable and NON-Refundable**  
Carson City Health and Human Services Environmental Health Division  
900 E Long St Carson City, NV 89706  
Phone: 775-887-2190 ext. 80029 [Gethealthycarsoncity.org](http://Gethealthycarsoncity.org)

**A Percolation test must be completed and observed by a Carson City Health and Human Services, Environmental Health Inspector before this application can be accepted and processed. The percolation test instructions form can be found on our website [gethealthycarsoncity.org](http://gethealthycarsoncity.org) under Programs & Inspections >Septic & Well. We will require at least two (2) business days advanced notice.**

The information in this document is to guide the owner or builder through the submittal and approval process when obtaining a permit to construct, alter or replace an individual sewage disposal system. The customer should note that:

- The design of all residential septic systems must be in accordance with the Nevada Administrative code (NAC) Chapter 444, the 2012 Uniform Plumbing Code (UPC), and Carson City Municipal Code Title 12.
- Septic system permits are temporary and are valid until the system fails or a community sewage system is installed to service the parcel as per *NAC 444.786 (1)* or *CCMS 12.05.020*
- A permit is void 12 months after the date of issuance if the proposed construction, alteration or extension of the individual sewage disposal system is not completed within that period as per *NAC 444.786 (6)*.
- The septic system permit will be issued with the building permit. Failure to complete the plot plan and application forms will result in delays in reviewing and issuing the permit.

### Permit Fees

Plan review, permit, open trench inspection, system inspection, final (ex: new)	\$100.00
Plan review, permit and two (2) on-site inspections (ex: repair)	\$ 25.00
Re-inspection when site not prepared at time of scheduled inspection	\$ 25.00
Each additional trip requested	\$ 5.00

### Required Documents in addition to Building Department requirements to be submitted with application:

- Residential Septic System Permit Application (see page 3)
- Soil Analysis for Residential Septic System
- Leach Line Calculations
- Plot Plan (see list of requirements below)
- Trench Detail (leach line configurations and cross section)

### Required Inspections:

- CCHHS performs inspections of all residential septic system installations, repairs and abandonments.
- Please call the Building Department **and** CCHHS to schedule an appointment for inspection. **Percolation test inspections must be scheduled at least two (2) business days in advance.**
- Approved plans must be on job site at the time of each inspection.

Individual Sewage Disposal System requirements are from the Nevada Administrative Code (NAC), which can be found on the web at <http://www.leg.state.nv.us/NAC/NAC-444.html> and Carson City Municipal Code (CCMC) can be found on the web at <https://library.municode.com/>

## 1. Individual Sewage Disposal System for a New Residence — Site plan should include:

- The name, address and current phone number of the applicant.
- The title and date of the plan and the signature of the owner or his representative.
- The legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, where construction, alteration or extension is proposed.
- A vicinity map of the area in which the individual sewage disposal system will be located that shows the location of the roads and streets.
- The location and distance to well and sewage systems on surrounding lots. If the lots are vacant, the plot plan must so indicate.
- The direction of North clearly indicated.
- The distance within 500 feet to any watercourse indicated, including, without limitation, any pond, lagoon or stream. If there are no watercourses, the plot plan must so indicate.
- The location of each percolation test hole and boring test hole.
- The location and depth of each proposed or actual well. The location of water supply lines. The distance of each well and soil absorption system to the property line.
- Each component of the individual sewage disposal system, which must be properly marked and located at specified distances.
- Location of the clean-out and the septic tank. Show distance from the house.
- The distance to city sewers. If there are none, the plot plan must so indicate.
- The scale to which the plan is drawn, such as 1 inch = 1 foot.
- The number of bedrooms in the single-family dwelling.
- The capacity and type of the septic tank.
- The maximum slope across the absorption system area (in two directions).
- The dimensions of the lot and *lot lines*.
- The depth, length, width and spacing of any absorption trenches.
- The location of the water supply lines, building sewer lines, and other underground utilities.
- The location of the structures (existing or proposed), paved areas, driveways, trees, patios and large animal habitation.
- The location of the source of water to be used by the individual sewage disposal system, including, without limitation, a well or other source approved by the administrative authority.
- The location of the reserve absorption area, which **must be of a size not less than the size of the primary absorption area.**
- Soil characteristics, depth to water table and bedrock, percolation test results and design specifications must accompany the plot plan.

## 2. Remodel, Addition or Repair to an Individual Sewage Disposal System — Site plan should include:

- Everything listed under #1 in "New Residence."
- Most importantly:
  - The location of the reserve absorption area, which must be of a size not less than the size of the primary absorption area.
- Note: A percolation test may be required for a remodel or addition if a modification to the individual sewage disposal system is needed to accommodate a remodel or addition.
- The applicant must submit a copy of the permitted or certificated water rights or a letter of approval from the State of Nevada Department of Water Resources if an on-site water well is to serve more than one dwelling or is to be used commercially.



# Plan Review Application For New/Repair of Individual Sewage Disposal Systems



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## Application Type

New                      Repair                      Tank Replacement

## Information

Parcel #: \_\_\_\_\_ Permit #: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Applicant Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Address of Parcel: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cross Streets: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

## Property Information

Acreage: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_  
Type of Home:    Mobile        Single-Family        Commercial        Other: \_\_\_\_\_  
Water Supply:    Well        Carson City Municipal Water  
Distance to nearest:    Sewer Main: \_\_\_\_\_ (FT); Water Main: \_\_\_\_\_ (FT)  
Septic Tank Supplier: \_\_\_\_\_ Septic Tank Size: \_\_\_\_\_

## Disposal Field Specifications

Total trench length: \_\_\_\_\_ # of lines: \_\_\_\_\_ [(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_]  
Depth to water table: \_\_\_\_\_ (FT)    Maximum slope across field: \_\_\_\_\_  
Depth to bedrock or other impervious surface: \_\_\_\_\_

## Percolation Test Results

Percolation test performed: \_\_\_\_\_  
Percolation test results witnessed by: \_\_\_\_\_  
**RESULTS:**    PRIMARY - HOLE 1 \_\_\_\_\_ /min    HOLE 2 \_\_\_\_\_ /min  
                     RESERVE - HOLE 1 \_\_\_\_\_ /min    HOLE 2 \_\_\_\_\_ /min

## Signatures

Note: Septic system permits are Temporary Permits to operate an individual sewage disposal system. The operating permit is valid until the sewage system fails or a community sewage system is installed to service the parcel per NAC 444.786 (1.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_