



## CONSTRUCTION PERMIT APPLICATION REQUIREMENTS FOR AN ON-SITE WASTEWATER TREATMENT SYSTEM

- Upon submittal of an On-site Wastewater Treatment System Construction Permit Application, the following is required:
  - Type and Components of the System
  - Size of Septic Tank and Absorption System
  - Depth of each trench (or depth of bed)
  - Distance to Pertinent Areas (i.e. Setbacks)
  - Site Plan – SEE EXAMPLE FOR REQUIREMENTS
  - Floor Plan of Dwelling, including all finished and unfinished areas
  - Field Evaluation
  - Soil Profile Log
  - Percolation Test Information
  - Source and Location of Domestic Water Supply
  - Replacement Area for Absorption System (if applicable)
  - Printed Name and Signature of Certified Installer
  
- Please be advised that no construction can begin until the OSWTS Construction Permit Application has been approved by Pennington County. A copy of the approved permit may be mailed/emailed to the certified installer following approval. If construction begins before the OSWTS Construction Permit is approved, a penalty fee may be assessed and must be paid before the final inspection is scheduled.

### INSPECTION OF AN ON-SITE WASTEWATER TREATMENT SYSTEM

- The Certified Installer *must set-up an inspection time* with the Onsite Wastewater Specialist during normal duty day **AT A MINIMUM OF 24 HOURS PRIOR** to the needed inspection time.
  
- The Certified Installer shall provide an as-built diagram *at the time of inspection* with the following information:

#### **Requirements for As-Built Drawings**

The As-Built Drawing will be a layout drawing of the on-site wastewater treatment system located on the property showing all property lines, structures, well, etc. The As-Built Drawing, *at a minimum*, shall include **ALL** of the following:

- Location of Septic Tank (or Holding Tank, if applicable) and Absorption System
- Measured distances pertaining to all required setbacks (i.e. wells within 150 feet, property lines, distances to all structures on the property, high water lines, drainages, etc.) – for both the Septic or Holding Tank and Absorption System
- North Arrow
- All streams, creeks, bodies of water and drainage areas.
- Any easements on the property
- Length and width of each trench (or length and width of bed or mound)
- Depth of each trench (or depth of bed)
- Location of any Distribution or Drop Boxes
- Absorption System Reserve Area
- Signature and Date of Certified Installer

## **General Subdivisions Requiring Additional Septic Requirements For Submittal**

**Note:** This is a general guideline of subdivisions. There may be other subdivisions and/or individual properties that will also require additional septic information for submitting an application. Applicants should always check the plat of the property for any special notes prior to submitting any applications. If the property is located within a Planned Unit Development, the conditions of the Planned Unit Development should be checked for any special requirements.

### **Aspen Estates:**

1. Percolation test for drainfield.
2. Septic systems must be signed and stamped by a Professional Engineer – Approved by both Rapid City and Pennington County.
3. Complete report of soils performed by the Engineer.

### **Canyon Springs:**

1. Home can only be four and one-half (4.5) bedrooms max (if larger than 4.5 bedrooms, property owner is responsible for the increase to the OSWTS).
2. System consists of Advanced Treatment Unit (ATU).
3. Applicant must have Service Contract for ATU.
4. Must verify community drainfield is in.

### **Holy Cow Subdivision #2:**

1. Two (2) suitable on-site wastewater systems must be identified, with accompanying percolation tests and soil profiles.

### **Kieffer Ranch Estates:**

1. Prior to issuance of a Building Permit, a reserve drainfield shall be identified.

### **Merchen Estates:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).

### **Ranch at Black Gap:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).
3. Engineered designed septic systems: Percolation testing, soil information, and septic design must be stamped and signed by a Professional Engineer.

### **Sheridan Lake Highlands:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).

### **Silver Spur:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).

### **Spring Creek Acres:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).
3. Engineered designed septic systems.

### **Sunrise Ranch Estates:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).

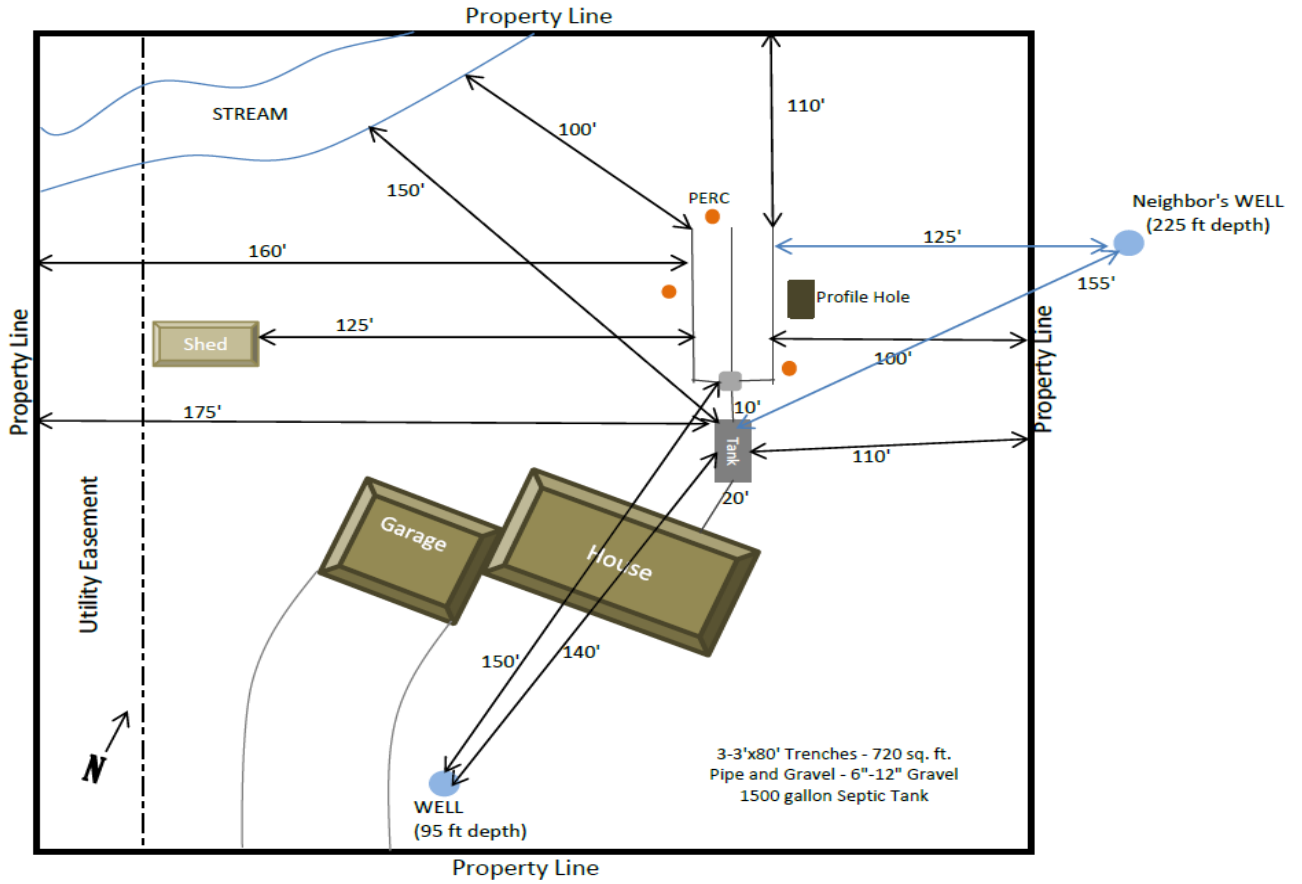
### **Sunset Ranch:**

1. Percolation test for drainfield.
2. Percolation test for reserve drainfield (reserve area must be shown on the site plan).
3. Engineered designed septic systems.

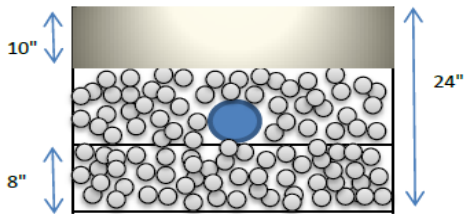
### **Agape Land Subdivision:**

1. Percolation test and profile hole for reserve drainfield (reserve area must be shown on the site plan).

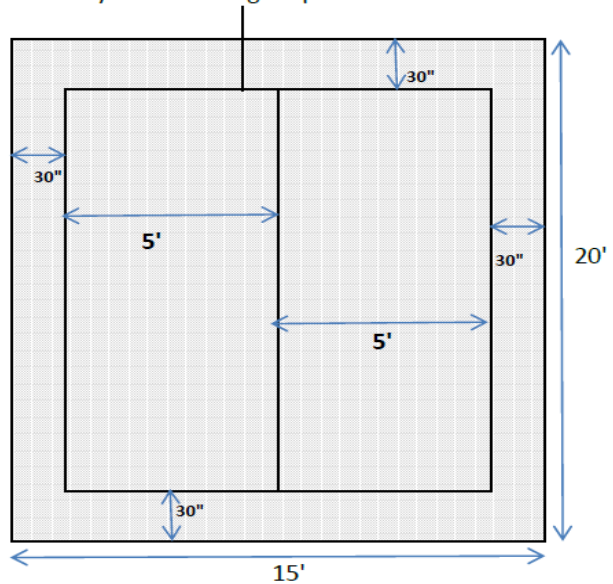
# SITE PLAN EXAMPLE:



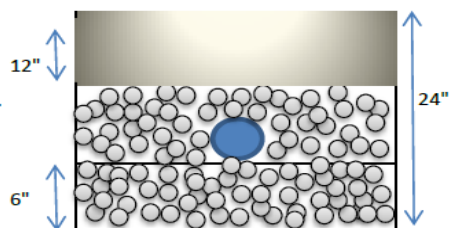
Trench System Cross Section:



Bed System Drawing Requirements:



15' x 20' = 300 sq. ft.  
 6" Gravel Beneath





**PLANNING DEPARTMENT**  
 130 KANSAS CITY STREET, SUITE 200  
 RAPID CITY, SD 57701  
 605-394-2186 • FAX 605-394-6016  
 www.pennco.org/wastewater

Permit # \_\_\_\_\_

ID # \_\_\_\_\_

## ON-SITE WASTEWATER SYSTEM (OSWTS) CONSTRUCTION PERMIT APPLICATION HOLDING TANK(S)

*All portions of this form must be completed. A site plan of dwelling must be submitted with this application that must reflect the location and design of the On-Site Wastewater Treatment System and the floorplan of the dwelling(s) to be served by the on-site wastewater treatment system and the total number of bedrooms to be served. The site plan must also show the location of property lines, structures, percolation holes, and the profile hole. No portion of the system may be buried until it has been inspected.*

Landowner \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Certified Installer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Address of Property \_\_\_\_\_

Legal Description \_\_\_\_\_ Section \_\_\_\_\_ Twn \_\_\_\_\_ Range \_\_\_\_\_

Parcel Size \_\_\_\_\_ acres

Certified Installer \_\_\_\_\_ Date \_\_\_\_\_

Print Name

Signature

*As a condition of receiving the permit(s), I hereby agree to perform all required work within the allowed time frame and in accordance with the applicable codes and ordinances in Pennington County and the State of South Dakota. I further acknowledge and authorize the Pennington County Planning Department staff and designees to enter onto and inspect the property described above for the purpose of confirming compliance with the conditions of any and all permit(s) issued. This authorization shall remain in effect and continue throughout the time frame allowed to complete the work including any granted extensions, and shall apply to the subject property regardless of ownership during said time frame.*

### Holding Tank Requirements for Application Approval

1. A holding tank shall be used as an on-site system of last resort. Reason(s) for Holding Tank Utilization:

\_\_\_\_\_  
 \_\_\_\_\_

2. In addition to the initial system approval and inspection, future periodic inspections by Pennington County shall be required. The first such inspection shall be \_\_\_\_\_ and the owner shall call to schedule said inspection. Subsequent inspection dates shall be determined at the time of each inspection. Also, a record shall be kept for the off-site disposal of the contents. This shall include receipts with dates, times, contractor names, and disposal information, including method and location. The property owner shall agree to pay the necessary inspection fees and keep the appropriate disposal records.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Environmental Planner \_\_\_\_\_ Date \_\_\_\_\_

### Holding Tank Information

Holding Tank – Gray + Black Holding Tank Size (gallons) \_\_\_\_\_

Holding Tank – Gray Holding Tank Size (Gray) (gallons) \_\_\_\_\_

Holding Tank – Black Holding Tank Size (Black) (gallons) \_\_\_\_\_

### RESIDENTIAL - Dwelling/Structure Information

# of Bedrooms \_\_\_\_\_ Finished Square Footage of Dwelling(s) \_\_\_\_\_ Unfinished Square Footage in Dwelling \_\_\_\_\_

Garbage Disposal  Y  N Located in a Floodplain or Floodway (SFHA)?  Y  N

Water Source:  Public/Community  Cistern Holding Tank Lined?  Y  N  
 Well (Depth: \_\_\_\_\_ feet)

**COMMERCIAL**

Type of Commercial Use \_\_\_\_\_ Required Gallons/Day(gpd) \_\_\_\_\_

Water Source:  Public/Community  Cistern  Well (Depth: \_\_\_\_\_ feet)

Located in a Floodplain or Floodway (SFHA)?  Y  N

**Setbacks**

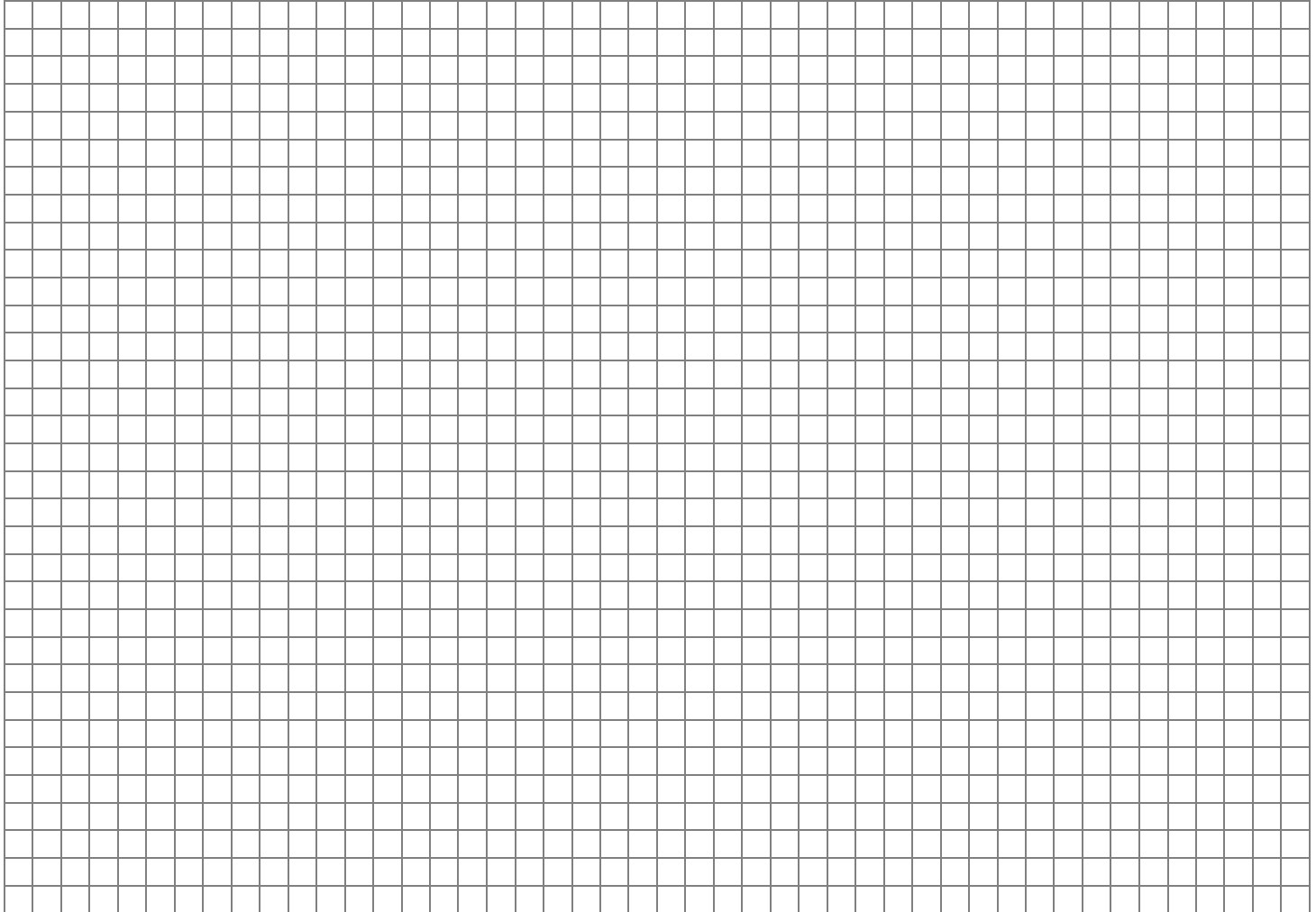
	<u>To Holding Tank (feet)</u>
Public/Community Well	_____
Private Well/Cistern	_____
Pressurized Water Line	_____
Spring/Water Suction Lines	_____
Watercourse (i.e. streams)	_____
Lake, pond, reservoir	_____
Foundation (any building)	_____
Nearest Property Line	_____
Embankments, dry washes, etc.	_____

**Ground and Terrain Features ( minimum setback required)**

Wastewater System Components	Feet						
	A	B	C	D	E	F	G
Septic tank, aerobic system, or holding tank	50	75	50	50	25	10	10
Absorption field, mound, evapo-transpiration, seepage pit, or graywater system	100	150	100	100	25	20	10
Sewer lines of tightly jointed tile or equivalent material	50	75	50	50	10	0	0
Sewer lines – materials, construction, testing comply with AWWA standards for water mains	30	30	25	3	10	0	0
Unconventional systems	50	75	50	50	25	0	10

<b>A</b>	Wells > 100 ft. deep
<b>B</b>	Wells < 100 ft. deep, Springs, or water suction lines
<b>C</b>	Cisterns or Reservoirs
<b>D</b>	High-Water line of lakes, streams, or impoundments (meandered or ordinary, whichever is higher)
<b>E</b>	Pressurized water lines
<b>F</b>	Dwelling or occupied building
<b>G</b>	Property line – all sides

**Site Plan**



---

The proposed site plan and sewage disposal specifications have been reviewed for the proposed system.  
The system  does  does not meet with the approval of the Planning Department.  
(This is not an approval of an installed system, only the proposed plan).

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

Onsite Wastewater Specialist \_\_\_\_\_

Expiration Date of Extension (if applicable) \_\_\_\_\_

*For Internal Use Only*

---

Checklist:  Site Plan  Blueprint/Floor plan of Dwelling