

COUNTY OF SUFFOLK



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DEPARTMENT OF HEALTH SERVICES

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September 22, 1997

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES  
OFFICE OF WASTEWATER MANAGEMENT  
GENERAL GUIDANCE MEMORANDUM #8**

**GUIDELINES FOR PERMIT REFERRAL  
FOR APPROVAL OF SEWAGE DISPOSAL SYSTEMS AND WATER SUPPLIES  
FOR EXISTING, RENOVATED, OR RELOCATED SINGLE-FAMILY RESIDENCES**

**I. AUTHORITY**

The Suffolk County Sanitary Code sets forth requirements for approval of water supplies and sewage disposal systems. The statutory authority for these guidelines can be found in Article 5 Section 760-502, Article 6 Section 760-603, and Article 7 Section 760-705A. Detailed specifications can be found in Standards for Approval of Plans and Construction-Sewage Disposal Systems for Single-Family Residences.

**II. PURPOSE**

This document is intended to aid building and planning departments of local jurisdictions in determining when an applicant proposing renovations, additions, alterations, relocation or reconstruction to pre-existing single-family residences should be required to obtain a permit by the Department of Health Services. If required, permits must be secured prior to commencement of any construction.

**III. DEPARTMENT APPROVAL REQUIRED**

The Department will require submission of an application, and will issue plan approval for sewage disposal system(s) and/or water supply for a single-family residence under the following circumstances:

**A. RELOCATION:**

1. When any part of an existing sewage disposal system must be relocated for any reason related to renovation or reconstruction of the single-family residence. One example of this condition is expansion of a building footprint closer to the sewage disposal system.
2. When any part of an existing sewage disposal system must be relocated to accommodate construction of non-habitable accessory structures such as swimming pools, sheds, etc.
3. When any part of an existing sewage disposal system must be relocated due to municipal zoning changes, lot line changes, or other regulations which may require relocation.

**B. EXPANSIONS/ADDITIONS:**

1. When a new and separate sewage disposal system is to be installed **or** a new exterior waste line is to be added due to construction of additions, conversions, renovations, or to accommodate accessory buildings.

### C. EXISTING SYSTEMS:

1. When a residence is proposed to be reconstructed after a fire, demolition, or other destruction. Installation of new sewage disposal facilities and/or water supply may be required by the Department.
2. When an addition or renovation is proposed for a structure that has a certificate of occupancy dated **prior to 1973 and** any increase in the number of bedrooms is proposed.
3. When an addition or renovation is proposed for a structure that has a certificate of occupancy dated **after 1973 and** increases the number of bedrooms in the structure to greater than four. However, in the case of a dwelling that was issued an Approval of Constructed Works by this Department specifying the maximum number of bedrooms permitted, no new application shall be required if the proposed total number of bedrooms does not exceed the number specified on the previous approval.
4. Any accessory apartment application that results in the conditions in either item 2 or 3 above.
5. When a building renovation, addition or conversion is proposed and it is determined by a licensed design professional or involved agency that the existing sewage disposal system is inadequate and must be upgraded or replaced.
6. When there is a change in use of the dwelling unit. Examples of this would be addition or conversion of space for a professional office or a business use.

### IV. DEPARTMENT APPROVAL NOT REQUIRED

The Department will not require approval of existing sewage disposal systems for single-family residences under the following circumstances:

- A. When a sewage disposal system is replaced or when expansion pools are installed solely as the result of failure of the sewage disposal system and not related to building modifications. Replacements and expansions are required to be performed by a contractor licensed by Suffolk County Office of Consumer Affairs. Contractors are required to follow installation procedures stated in Standards for Approval of Plans and Construction-Sewage Disposal Systems for Single-Family Residences.
- B. When additional plumbing fixtures are installed, without change in use or addition of bedrooms or dwelling units, and piped through an existing exterior waste line.
- C. When the footprint or gross floor area of the residence is increased without change in use or addition of bedrooms or dwelling units, and the increase does not affect the location of sewage disposal or water supply systems and it is determined by a licensed design professional or involved agency that the existing sewage disposal system is adequate and does not require upgrading or replacement.
- D. When the residence is connected to public sewers and the Suffolk County Department of Public Works will not require a new S-9 form for this project.

### V. APPLICATION FEES

- A. When a permit is required, each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. The minimum application fee is the "Update Fee" where the existing sewage disposal and water supply systems are determined to be adequate. Additional fees may be required, depending on the extent of required construction and inspections by the Department.

Issued by: Stephen A. Costa, P.E., Chief  
Office of Water and Wastewater Management

REV. June 7, 1999, January, 2002, September 30, 2004