

COUNTY OF SUFFOLK



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DEPARTMENT OF HEALTH SERVICES

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Commissioner

June 8, 2000

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
GENERAL GUIDANCE MEMORANDUM #12
GUIDELINES FOR ISSUING APPROVAL OF SEWAGE DISPOSAL SYSTEMS
AND WATER SUPPLIES FOR EXISTING RESIDENCES**

AUTHORITY

The Suffolk County Sanitary Code sets forth requirements for approval of water supplies and sewage disposal systems. The statutory authority of 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 and Standards for Private Water Systems.

PURPOSE

To establish a procedure for situations involving **existing, occupied single family dwellings, which need Health Department approval (and may have no certificate of occupancy)**. This memo applies only to houses constructed 1973 or later. For houses constructed prior to 1973, the adequacy of the sanitary system will be left to the discretion of the Town or Village. If however the Town or Village requires Department approval for an older home, the contents of this memo shall apply.

PRELIMINARY REVIEW

In order to determine and document the application procedure, the following is needed:

1. Letter from the owner explaining the situation. Include why approval is now being sought, existence and dates of any building permits, date the dwelling was built, and any other background, which may give a clearer understanding of the situation.
2. A copy of a survey to help with the preliminary review.

BASED UPON PRELIMINARY REVIEW

If a permit to construct had been issued by the Department and records exist as to inspections:

1. **For expired permits issued within the last six years**, use the application for renewal form (WWM-104) and charge the renewal fee.
2. **If the Health Department permit is over six years old**, use the New Single Family Dwelling application (Form WWM-059) and charge the normal application fee for new construction.

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3. The applicant shall be responsible for satisfying any outstanding site inspection deficiencies, and also must submit all required documents in accordance with the instructions for final approval (described in Submission Requirements For Single Family Dwellings, form WWM-041).
4. In addition to the normal requirements for final approval, require a Certification of Existing Subsurface Sewage Disposal and Water Supply Facilities for a Single Family Residence (Form WWM-072) completed by a NYS licensed design professional (i.e., Architect or Engineer).
5. Once these items have been completed, then a “final” approval can be issued.
6. If legal action is initiated by the Department for occupancy without a permit or the situation warrants, additional items and fees may be required.

If there is no record of a permit or the permit is over six years old and there were no inspections by the Department

1. Use the application to construct a New Single Family Dwelling using form WWM-059 and charge the normal application fee for new construction.
2. Require three (3) “as-built plans” (as described in Submission Requirements For Single Family Dwellings, Instructions For Final Approval, form WWM-041).
3. Require a Certification of Existing Sewage and Water Supply Facilities (form WWM-072) by a licensed design professional showing that the water supply and sewage disposal systems comply with current construction standards, and that the systems are adequate and functioning properly. A site inspection by the Department may be required. If public water is not available, and the water supply is an existing well, then a water analysis (as normally required for a final approval) must accompany the certification from the design professional.
4. If it is determined that the existing sewage disposal system or water supply is inadequate or adequacy cannot be determined, then they should be replaced or upgraded to meet the minimum construction standards, which are in effect. The design professional should make a proposal to do this and a construction permit is required prior to commencing work. Inspections will be made by the Department to see that the proposed work is completed satisfactorily and a fee adjustment will be required to equate the fee with the normal fee for new construction.
5. If legal action is initiated by the Department for occupancy without a permit or if the situation warrants, additional items and fees may be required.
6. If it is determined that the existing facilities are adequate, then the “final” plans will be approved and stamped as follows: “Based upon the information submitted, no additional sewage and water supply facilities are required.”
7. If facilities are replaced or upgraded under a construction permit and found to be satisfactory by the Department, then the final may be issued in accordance with standard operating procedures.



Issued by: Walter Hilbert, P.E., Chief
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