

COUNTY OF SUFFOLK



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DEPARTMENT OF HEALTH SERVICES

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**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)**.

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. (Legal action should be considered for occupying without a permit.)
2. **If it is documented that the house was constructed prior to 1976**, use the application for renewal form (WWM-104) and charge the renewal fee.

General Guidance Memorandum #12, Page 1 of 2

3. **If the house was constructed in or after 1976 and the construction permit is over six years old**, use the application for renewal form (WWM-104) and the fee is the normal application fee for new construction.
4. Require that which is necessary to finish up inspections and outstanding paperwork in accordance with the instructions for final approval (described in Submission Requirements For Single Family Dwellings, form WWM-041).
5. In addition to the normal requirements for final approval, require certification by a licensed plumber that all the plumbing for the existing water supply and sewage disposal system is adequate and functioning properly.
6. Once these items have been completed, then a “final” approval can be issued.
7. 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 single family dwelling using form WWM-059.
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 (i.e., architect or engineer) showing that the water supply and sewage disposal systems complied with the standards in effect at the time of construction 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 documented that the house was constructed prior to 1976, charge the renewal fee. If constructed in 1976 or after, charge the normal application fee for new construction.
5. 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.
6. 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.
7. 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.”
8. 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: Stephen A. Costa, P.E., Chief
Office of Wastewater Management