

Applying for a Sewage Disposal System/Water Supply Permit – Amelia County

<http://vdhweb/oehs/ONSITE/regulations/chs200.pdf>

- 1) Apply for a Local Building, Zoning, and Septic Tank permit at the County Administrator's Office. They will charge a \$25.00 fee. Obtain a copy of your survey plat from the County Clerk's Office.
- 2) Bring a copy of the Local Building, Zoning, and Septic Tank Permit application and a copy of your plat to the Health Department. The plat must show the metes and bounds (dimensions) of the property. On the plat, sketch where your proposed house, well, and septic system will be located and any source of water contamination within 200 feet. [Site Sketch Preparation](#)
- 3) You will be given an application to complete. Information needed for the application includes: A telephone number where you can be reached during the day, the number of bedrooms your house will have, whether you will have a basement and basement plumbing, and whether you will be chemically termite treating your new home. You will be charged the following fees (Fees include State and County Fee):

Amelia:

	State Fee	County Fee	Total
Sewage Disposal Construction Permit	112.50	0.00	\$112.50
Well Permit	77.50	0.00	\$77.50
Combined Sewage Disposal & Well Permit	190.00	0.00	\$190.00

Make check or money order payable to **Amelia County Health Department** (credit cards and debit cards **not** accepted).

Before the scheduled site visit, you must: [Site Visit Preparation](#)

- Mark property lines clearly with either flagging, stakes or cut lines.
 - Mark the house site clearly with either flagging or stakes.
 - Identify your lot (i.e., sign on tree with your name or lot number)
 - Clear the site sufficiently to determine topography/test soil
- 4) The Environmental Health Specialist will not perform a soil study if the site has not been prepared as above. **No Exceptions.**
 - 5) After all site work has been completed, the construction permit will be issued if an acceptable site is found. If the application must be denied or if additional information and time is required you will be notified.
 - 6) Septic tank contractors are required to call us for an inspection after installing the system and before it is covered. They must call before 9:30 a.m. the day **before** the inspection is needed [**24 hour notice**]. **No exceptions**

- 7) Well Drillers or anyone doing any work on a well is to notify us before any phase of the well construction process is started so that the health department can make an inspection.
- 8) To issue an Operation Permit (final approval), we must have received a water well completion report, a completion statement from the septic tank contractor, a negative water sample report, and all required inspections must be completed. Contact the Health Department for additional information.