

APPLICATION REQUIREMENTS FOR SEWAGE DISPOSAL FACILITIES & WATER SUPPLY SYSTEMS FOR OTHER THAN SINGLE FAMILY RESIDENCES

Permits are required for all new construction, building additions, changes in use of existing buildings, and renovations which may affect sanitary waste flows. Construction, occupancy, or use of any permanent building not approved by this Department is a violation of the Suffolk County Sanitary Code and is prohibited unless Department approval has been obtained for the existing or proposed water supply or sewage disposal facilities, and can subject the owner to a fine.

Before filing an application with the Department, you should be familiar with the “Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other than Single Family Residences” and Article 6 of the Suffolk County Sanitary Code which describes conditions under which applications are required by this Department and the general qualifications for approval. Copies of these documents, as well as copies of all forms and guidance memos are available from the Department or at www.suffolkcountyny.gov/health under “Documents and Forms”.

In order to obtain a permit to construct a sewage disposal or water supply facility, or to determine the adequacy of an existing sewage disposal or water supply facility, an application must be submitted in accordance with the following procedures. Refer to the following section(s) which applies to your project. Certain items specific to a project may be required by the Department in addition to the items listed below.

A. FOR CONSTRUCTION PROJECTS USING OR CONSTRUCTING A CONVENTIONAL SUBSURFACE SEWAGE DISPOSAL SYSTEM* AND/OR WATER SUPPLY FACILITIES – *If you are constructing a new building, an addition to an existing building*, or you are required to construct a subsurface sewage disposal and/or water supply system for your project, then submit the following items for review:

1. Application form for Other Than Single Family Residences (WWM-004) along with Short Environmental Assessment Form (SEQR). Submit one (1) original and one (1) copy. Complete all sections.
2. Four (4) site plans sealed and signed by a New York State licensed design professional which include the items listed in Section G including Group I.
3. Submit Application Checklist for Other Than Single-Family Residence (Form WWM-201).
4. SEQRA (State Environmental Quality Review Act) determination from Town or Village, if applicable.
5. Wetlands Permit or “Letter of Non-Jurisdiction” from NYSDEC and/or Town/Village, if the nearest portion of your property is located within 100 ft. of surface waters or wetlands.
6. SPDES Application form “D” if any outfall on the site has a sewage design flow of 1,000 gpd or more or if industrial discharges are proposed. The form must be completed and signed by the property owner and submitted with a reduced (8 ½” x 11”) site plan.
7. If constructing a privately owned water distribution system, submit an engineering report for the system design based upon Water Supply Fixture Units (WSFU).

If such sewage disposal system necessitates construction of a lift station, then submit an engineering report that includes the design parameters. In addition, a design specification book prepared in CSI format along with detail drawings for all the necessary equipment and appurtenances will be required upon acceptance of the report by the Department prior to issuance of an approval for construction.

* A system consisting of a septic tank and one or more leaching pools is called a conventional subsurface sewage disposal system. The system will include a grease trap in the case of food establishments.

B. FOR CONSTRUCTION PROJECTS CONNECTING TO PUBLIC SEWERS OR AN OFFSITE SEWAGE TREATMENT FACILITY- *If you are constructing a new building or expanding an existing building*, and it is required to be served by public sewers (County, municipal, or private districts) and/or you are required to construct a water supply system, then submit the following items for review:

1. Application form for Other Than Single Family Residences (WWM-004) along with Short Environmental Assessment Form

- (SEQR). Submit one (1) original and one (1) copy. Complete all sections.
2. Four (4) site plans sealed and signed by a New York State licensed design professional which include the items listed in Section G including Group II.
 3. Submit Application Checklist for Other Than Single-Family Residence (Form WWM-201).
 4. SEQRA determination from Town or Village, if applicable.
 5. Wetlands Permit or "Letter of Non-Jurisdiction" from the NYSDEC, and/or Town/Village if the nearest portion of your property is located within 100 feet of surface waters or wetlands.
 6. Approval of the proposed design by the Sewer District or Sewer Agency.
 7. If constructing a privately owned water distribution system, submit an engineering report for the system design based upon Water Supply Fixture Units (WSFU).

If such sewer connection necessitates construction of a lift station, then submit an engineering report that includes the design parameters. In addition, a design specification book prepared in CSI format along with detail drawings for all the necessary equipment and appurtenances will be required upon acceptance of the report by the Department prior to issuance of an approval for construction.

C. FOR PROJECTS CONSTRUCTING SEWER SYSTEMS AND TREATMENT WORKS AND WATER SUPPLY FACILITIES – *If you are constructing a new building or expanding an existing building*, and/or you are required to construct a sewage treatment facility and/or water supply system for your project, then submit the following items for review:

1. Application form for Other Than Single Family Residences (WWM-004) along with Short Environmental Assessment Form (SEQR). Submit one (1) original and one (1) copy. Complete all sections.
2. Four (4) site plans sealed and signed by a New York State licensed design professional which include the items listed in Section G including Group III.
3. Submit Application Checklist for Other Than Single-Family Residence (Form WWM-201).
4. SEQRA determination from Town or Village, if applicable.
5. Wetlands Permit or "Letter of Non-Jurisdiction" from the NYSDEC, and/or Town/Village if the nearest portion of your property is located within 100 feet of surface waters or wetlands.
6. Engineering Report for the design of the sewage treatment facility.
7. If constructing a privately owned water distribution system, submit an engineering report for the system design based upon Water Supply Fixture Units (WSFU).
8. Design specification book prepared in CSI format along with detail drawings for all the necessary equipment and appurtenances will be required upon acceptance of the report by the Department prior to issuance of an approval for construction.

If the proposed project will have multiple owners or the project involves properties with multiple owners, then the following additional items are required:

9. A copy of the fully executed Suffolk County Sewer Agency Contract.
10. Approval by the Suffolk County Department of Public Works (SCDPW) for the design of the sewage treatment facility (which includes engineering report, design specification books and detail drawings) and the site plans for the proposed sewage collection system and water distribution system.

For sewage treatment facilities designed for total design sewage flow of **15,000 gallons/day or less**, the following additional items are required:

11. A fee of amount equal to \$1.00 per gallon of total daily design sewage flow.
12. Two Stand-by Letters of Credit issued in favor of the Department for amounts equal to 65% and 35% of the estimated cost for construction of the system. For applications that are required to have a Sewer Agency Contract, only **one** Letter of Credit at **35%** of the estimated construction cost will be required. Contact the Department for specific language for Letters of Credit.

D. MULTIPLE RESIDENTIAL PROJECT – *If you are constructing a community complex consisting of buildings with multiple dwelling units and/or separate single dwelling units*, then refer to the following categories for application requirements:

1. The units are for rental purposes only - Refer to the section which applies to your project (A, B or C)
2. The units are individually owned and the common areas are owned by Home Owner's Association - Refer to the section which

applies to your project (A, B or C). The following additional items are required:

- i. Individual applications (Form WWM-059) and Residential check sheet for the units.
 - ii. Four (4) overall site plans with unit designation showing water and sewer services for the units.
3. The units are individually owned and on individual lots and the common areas are owned by Home Owner's Association – Refer to the section which applies to your project (A, B or C). The following additional items are required:
- i. Application form (WWM-059) , three (3) surveys, and Residential check sheet for each unit.
 - ii. Application for subdivision of property. Refer to application requirements for filing realty subdivision or development maps, form WWM-022.

E. PROPOSED USE OF SPACE(S) WITHIN EXISTING BUILDINGS – This section pertains to the following cases:

1. The space will continue to have the current use.
2. The space will reinstate the last use it had in case of a space vacant for more than **two years**.
3. The space is proposed for a change of use.

If you are planning to operate an establishment *within an existing building* and need confirmation from this Department that you are not required to construct any additional sewage disposal and/or water supply facilities, then submit the following items*:

1. Application form for Other Than Single Family Residences (WWM-004). Submit one (1) original and one (1) copy. Complete all sections.
2. Two (2) site plans signed and sealed by a design professional which include the items listed in Section G.
3. One set of floor plans of the proposed establishment.
4. A New York State licensed design professional certification (form WWM-084) may be required to determine the adequacy of the existing sewage disposal/water supply systems. (In general, this is required if the existing system is over five years old, or there is no final construction plan on file with the Department.)
5. Submit Application Checklist for Other Than Single-Family Residence (Form WWM-201).

*In the case of **food establishments**, prior to submitting an application to this office, contact the Plan Review/Food Unit at 852-5999 to ascertain what the requirements are for the construction or remodeling of a food service establishment.

F. RENEWING, EXTENDING OR TRANSFERRING AN EXISTING PERMIT - Refer to form WWM-081 “Application for Extension, Renewal or Transfer of Existing Permit to Construct Sewage Disposal and Water Supply Facilities for Other than Single Family Dwellings.”

G. INFORMATION REQUIRED ON SITE PLANS - Plans submitted to the Department must be prepared by a New York State licensed design professional. All plans submitted require as a minimum the information shown below. The additional information shown in Groups I, II and III may also be required, as described.

The following information is required on all plans submitted to the Department:

1. Metes and bounds description of property.
2. Distance to the nearest cross street, and site location map.
3. Location of all surface waters/wetlands within 300 ft. of the parcel
4. Existing and proposed buildings or building additions.
5. Gross floor area of building(s), number of stories and building dimensions.
6. Lot area (acres), and the Suffolk County Tax Map Number.
7. Location of storm water structures, drainage piping, recharge basin (if any) and underground utilities.
8. Location of existing water supply system.
9. Wastewater design calculations.
10. Location of existing sewage disposal system(s), if any.
11. If an on-site well is proposed for water supply then include the following:
 - a. Location, details, dimensions, and materials of all well components.
 - b. Rated pump capacity and storage tank volume.

12. If a public water supply is proposed then include the following:
 - a. Location, diameter, depth, length, and material of the water service line and location of water meter.
 - b. For projects served by privately owned water distribution systems, details of all system components must be submitted in accordance with the requirements of the SCDHS. Show location of water meter.
13. Sewer/water crossings details and invert elevations if applicable.
14. Location of neighboring wells and disposal systems within 150 ft. of the property (specify if none).

GROUP I - The following additional information must be included on plans submitted for the construction of conventional sewage disposal systems:

1. Site density calculations and hydraulic design calculations for sizing the disposal system(s).
2. Location of proposed sewage disposal system(s) and expansion area.
3. Plan and profile of proposed sewage disposal system(s).
4. Sewage system invert elevations.
5. Test hole data showing soil conditions to a depth of 17 ft. and 6 ft. into coarse sand and gravel below proposed leaching pool bottom elevation, or to 6 ft. below groundwater, and lot elevation at test hole site. The elevation of the highest recorded groundwater must be indicated if encountered. Test hole should be located in the area of the proposed leaching pools.
6. Existing and proposed contour grade lines and elevations.
7. Location and details of proposed retaining walls if required.

GROUP II - The following additional information is required on plans submitted for new construction to be connected to public sewers:

1. Location of existing and/or proposed street sewer main.
2. Profile and details of the proposed sewer collection piping system.
3. Location, slope and diameter of building sewer line(s).

GROUP III – The following additional information is required on plans submitted for construction of sewer systems and treatment works:

1. Location of proposed sewage treatment facilities.
2. Location of pump station, valve chamber and control building if required.
3. Location of leaching pools.
4. Location, profile and details of the proposed sewer collection piping system.
5. Location, profile and details of the proposed force main, if required.
6. Location, slope and diameter of building sewer line(s).
7. Details of sewer collection system appurtenances. Example: manholes, cleanouts, access covers, house service to sewer main connections, etc.
8. Test hole data showing soil conditions to a depth of 17 ft. and 6 ft. into coarse sand and gravel below proposed leaching pool bottom elevation, or to 6 ft. below groundwater, and lot elevation at test hole site. The elevation of the highest recorded groundwater must be indicated if encountered. Test hole should be located in the area of the proposed leaching pools.
9. Existing and proposed contour grade lines and elevations.
10. Location of proposed retaining walls, if any.

H. APPLICATION FEE – When the staff determines the submission to be acceptable it will be assigned a reference number and a letter will be prepared and sent to the applicant, owner, and design professional requesting the application fee. Fees may be paid by a check or money order, payable to ‘Suffolk County Environmental Health. Visa & MasterCard are also accepted both at the front counter and online. A non-refundable convenience fee is applied to all credit card transactions. Please see current fee schedule for applicable fees. Returned checks are subject to a fee.

I. OBTAINING FINAL HEALTH DEPARTMENT APPROVAL OF CONSTRUCTED PROJECTS - Refer to form WWM-019 “Instructions for Obtaining Final Health Department Approval of Constructed Works for Other Than Single Family Residences.” Final approval by the Department is necessary prior to occupancy of the building. It is the applicant’s responsibility to contact the Department to arrange all required inspections.