



Alameda County Department of Environmental Health Land Use Program

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Service Request Application Supplemental Tables

Table 1: Existing OWTS Performance Evaluation & As-Built Approval Process

Performance Evaluations are required to assess the current condition of existing OWTS's for projects requiring ACDEH review and approval. OWTS's with unsatisfactory performance evaluations will be required to submit a new Service Request Application, and associated fees for OWTS Repair/Replacement Design Approval and issuance of a Construction Permit.

Minimum fees and requisite supporting documents for Performance Evaluations are dependent on whether ACDEH's case files include documentation on existing OWTS. Sites without OWTS documentation must submit As-Built Plans with the Performance Evaluation.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACDEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING ¹ APPLICATION FEE: \$145	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Submit a Completed SRA , Fees and Supporting Documents to ACDEH	SRA & Fee Processing & Completeness Review (1.0 hr)
EXISTING OWTS PERFORMANCE EVALUATION MINIMUM FEES: \$433	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files provided by ACDEH ²	File Review (1.0 hrs)
	Conduct Performance Evaluation	
	Submit Performance Evaluation & Recommendations Report ³	Performance Evaluation Report Review & Approval (1.5 hrs)
EXISTING OWTS AS-BUILT PLANS ⁴ MINIMUM FEES: \$433	MINIMUM SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Submit Existing OWTS As-Built Plans ³	Existing OWTS As-Built Plan Approval (2.5 hrs)
SITE VISIT/EVALUATION ⁵ ADDITIONAL FEES: \$433	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
	Schedule Site Meeting with ACDEH	Site Visit & Meeting (2.0 hrs)

¹ All Service Request Applications are subject to a 10-business day processing period before being placed in ACDEH's permitting queue

² ACDEH will provide documents to the property owner from case files that are pertinent to conducting the performance evaluation

³ Must be prepared by a qualified OWTS designer

⁴ Submit As-Built Plans and Fees with Performance Evaluations for undocumented OWTS's

⁵ If requested (by Owner or required by ACDEH) while conducting Performance Evaluation or based on As-Built Plans