



Alameda County Department of Environmental Health Land Use Program

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Service Request Application Supplemental Tables

Table 4.1: Standard OWTS Construction Permit Issuance Process (MINIMUM FEES: \$866¹)

A Construction Permit must be obtained from ACDEH for all new and replacement OWTS's and major repairs to existing OWTS's. The Permit must be obtained subsequent to Final Building Plan Approval and prior to installation of the OWTS.

STEPS	OWNER SUBMITTALS/REQUIREMENTS	ACDEH REGULATORY OVERSIGHT STEPS
APPLICATION PROCESSING² 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)
OWTS CONSTRUCTION PERMIT MINIMUM FEES: \$866	MINIMUM SUBMITTALS/REQUIREMENTS	MINIMUM OVERSIGHT STEPS
	Review Case Files at ACDEH (As Applicable)	File Review (As Applicable)
	Submit Local Building Department Electrical Permit (As Applicable)	Electrical Permit Verification (As Applicable)
	Submit Access Agreement (As Applicable)	Access Agreement Recordation Verification (As Applicable)
	Obtain OWTS Construction Permit	OWTS Construction Permit Issuance (1.0 hr)
	Notify ACDEH of Construction Inspections: <ul style="list-style-type: none"> • Construction Layout Inspection • Open Trench Inspection • Final Start-Up Inspection (As Applicable) • Final Site Grading, Erosion Control, and Landscaping 	ACDEH OWTS Construction Observation (3.0 hrs) <ul style="list-style-type: none"> • Construction Layout Inspection Observation (Optional) • Open Trench Inspection Observation (Optional) • Final Start-Up Inspection Observation (Optional) • Final Site Grading, Erosion Control, and Landscaping
	Submit Geotechnical Engineer Final Construction Sign-off (As Applicable)	Geotechnical Engineer Final Construction Sign-off Verification (As Applicable)
Submit OWTS Installer & Designer Installation Cert. & As-Built Plans	Final OWTS Installation Approval (1.0 hrs)	
INTERAGENCY COORDINATION ADDITIONAL FEES	ADDITIONAL SUBMITTALS/REQUIREMENTS (AS APPLICABLE)	ADDITIONAL OVERSIGHT STEPS (AS APPLICABLE)
		Local PWA/CDA Sign-Off Coordination
		Other Regulatory Agency Sign-Off Coordination

¹ Minimum fees do not include \$145 Application Processing Fee

² *All Service Request Applications are subject to a 10-business day processing period before being placed in ACDEH's permitting queue*