KITSAP PUBLIC HEALTH DISTRICT	POLICIES & PROCEDURES

Title: **OSS Permit Inspection Call-In Process**	Page 1 of 2
Number: [Administrative] Policy OS-20	Effective Date: March 17, 2025
Applies To: OSS Permits Being Called In For Health District Inspection	Supersedes: N/A
Approved: Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

A. Purpose

The purpose of this policy is to establish the policy for septic system installation inspections which supplements Kitsap Public Health Board Ordinance 2025-01, Section 12.C.2.

B. Policy Statement

The post-construction verification and pre-cover concurrence process illustrated in this policy shall be followed.

C. Implementing Procedures

1. Change of designer requests must be done prior to issuance of the OSS permit.
   a. Change of designer requests that occur after the permit has been released by the designer of record will require a BSA-Redesign to be submitted by the new designer.
2. Installers who cover a system prior to concurrence from both the Health Officer and the designer shall be summoned to an administrative conference per Section 17 of the regulations.

Post-Construction Verification and Pre-Cover Concurrence to Proceed- Procedure Flowchart

```
┌─────────────────────────────────────────────────────────────────┐
│ Installer completes construction of OSS and verification of soil  │
│ logs, and takes appropriate actions to protect the system from    │
│ potential weather-related or physical damage.                     │
└─────────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────────┐
│ Within one business day of completion of the soil dispersal       │
│ component, the Installer contacts:                                │
└─────────────────────────────────────────────────────────────────┘
```

Designer to request post-construction verification inspection to:
1. Verify conformance to the approved plan.
2. Identify items of non-conformance to the approved plan and coordinate correction with the installer.
3. Prepare and complete the Record of Construction for the system installation.

Health Officer to request post-construction verification inspection. A red-line drawing is required to be available for the inspection.

Health Officer conducts pre-cover inspection of system installation to verify conformance to regulations within 2 business days of request, and issues inspection findings to designer and installer.

After Health Officer AND Designer concurrence, Installer backfills and covers system, and contours finished grade, as soon as possible or within 5 calendar days.