

Jefferson County Department of Health and Environment Environmental Health Services Division

Selecting the Correct Use Permit Form

The Use Permit program regulates the SALE or REMODELING of Jefferson County properties served by individual sewage disposal systems. This page will assist you in selecting the correct forms to apply for your permit.

Please use the following key to determine which form is appropriate for your needs. You may click on the form to be taken to it. Each form contains its own instructions to be followed when making application for the permit.

IMPORTANT: *If you INSTALLING or REPAIRING an existing system, please click here:*
INDIVIDUAL SEWAGE DISPOSAL SYSTEMS (Septics)

TO SELL AN EXISTING STRUCTURE

For "Limited Occupancy" dwellings (cabins with privies)

FORM 800

For all other structures

For existing systems in use less than 5 years

See Note 1

For existing systems in use more than 5 years

If system is operating properly

FORM 700

If system currently in failure

FORM 900

TO REMODEL AN EXISTING STRUCTURE

For existing systems in use less than 5 years

See Note 1

For existing systems in use more than 5 years

For "Limited Occupancy" dwellings (cabins with privies)

See Note 2

For other dwellings or structures

If adding bedrooms or increasing wastewater flow

FORM 700

Not adding bedrooms or increasing wastewater flow

FORM 1000

FOR CONDUCTING INSPECTIONS (forms are for use by certified inspectors)

For inspecting an individual sewage disposal system

FORM 701

For pumping and inspecting septic tanks

FORM 702

For inspecting a mechanical or secondary treatment unit

FORM 703

NOTES:

1. *Individual sewage disposal systems in use less than 5 years generally do not require use permits for either sale or remodeling of a dwelling or structure. For details, click here:*
PROPERTIES NOT SUBJECT TO USE PERMIT REQUIREMENTS.
2. *Remodeling of a limited occupancy dwelling is not permitted unless an individual sewage disposal system is installed. Safety and maintenance repairs do not require approval of the Department of Health and Environment but may require building permits.*