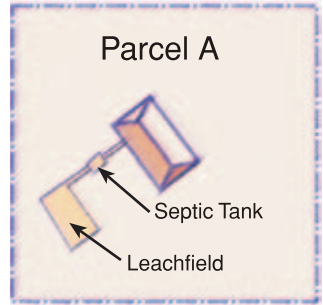


How Do I

Obtain a Residential Individual Sewage Disposal System (ISDS) Permit on my Property?

First . . .

1. Make sure you have an assigned address from the Planning & Zoning Department
2. Obtain engineering for proposed system from Registered Professional Engineer



Go to . . .



Health &
Environment
Office

3. Fill-out ISDS Permit Application
4. Take receipt from application, and obtain necessary deeds

Then go to . . .

Planning & Zoning



5. Pulls up records where ISDS permit review has been started in computer system
6. Checks to determine if property is a legal parcel

Planning & Zoning

Reviews Info. . .

7. Planning and Zoning Department verifies info and enters data into computer

A form titled 'PARCEL RESEARCH REQUEST' with various fields for information entry.

8. Health & Environment Office reviews all materials and determines that Planning & Zoning has completed sign-off
9. Issues valid ISDS permit for subject property after a field inspection and verification that all requirements are met