

RINGWOOD HEALTH DEPARTMENT

Septic Installation Guidance for Homeowners

1. Septic Design submitted with \$75.00 fee for health department review.
2. Once the septic design is approved, an approval letter along with the approved design and the health department fee sheet is mailed to homeowner.
3. Homeowner signs the fee sheet and gives to the contracted installer.

**** Homeowner's Responsibility:**

A. IF THE SEPTIC DESIGN INCLUDES ANY OF THE FOLLOWING ADVANCED PRE-TREATMENT UNITS(ATU):

- HOOT
- JET
- FUJICLEAN
- ECOFLO
- PURAFLO PEAT PODS
- NORWECO
- PRESBY ADVANCED ENVIRO SEPTIC SYSTEMS
- OTHER ATUs

****A SIGNED SERVICE AGREEMENT IS REQUIRED AND MUST BE SIGNED BY THE HOMEOWNER PRIOR TO INSTALLATION OF THE UNIT.**

B. IF THE APPROVAL LETTER STATES THAT A 'DEED RESTRICTION' IS REQUIRED:

- HOMEOWNER MUST NOTIFY THEIR ATTORNEY TO INCLUDE INFORMATION REGARDING ATU ON THE PROPERTY DEED.

**** SEPTIC INSTALLER'S RESPONSIBILITY:**

- OBTAIN SEPTIC INSTALLATION PERMIT FROM THE HEALTH DEPARTMENT.
- PRIOR TO RECEIVING THE PERMIT, the Installer must provide the health department with the signed fee sheet and the following (when applicable):
 - Electrical permit
 - Plumbing permit
 - Signed Service Contract

**** HEALTH DEPARTMENT'S RESPONSIBILITY:**

A. THE HEALTH DEPARTMENT MUST PERFORM THE FOLLOWING INSPECTIONS DURING THE SEPTIC INSTALLATION:

- Open bed
- Suitable fill
- Final installation
- Final grade

**** ENGINEER'S RESPONSIBILITY:**

A. THE DESIGN ENGINEER IS REQUIRED TO PERFORM THE FOLLOWING INSPECTIONS AND MEASUREMENTS DURING THE SEPTIC INSTALLATION:

- Open bed
- Suitable Fill inspection, to include sample of fill and fill certification
- Final installation
- Final Grade

B. Upon final grade inspection and measurements, the engineer will draw up the final As-Built. The *sealed As-Built* along with the *signed and sealed Certificate of Compliance* is submitted to the health department.

THE HEALTH DEPARTMENT WILL ISSUE A ***CERTIFICATE OF COMPLETION*** once all THE FOLLOWING FINAL DOCUMENTS HAVE BEEN RECEIVED:

- **Engineer's Certificate of Compliance and As-Built**
- **Copy of Deed Restriction (if applicable- for Advanced Pretreatment Systems)**
- **Signed Service Agreement (for Advanced Pretreatment Systems- ATU)**
- **Septic Tank Certification (from engineer and/or installer)**
- **Final electrical and plumbing approvals**
- **Other site specific documentation when applicable**

If you have additional questions or concerns regarding septic systems please call the health department at (973) - 962-7079.