



CHESPROCOTT HEALTH DISTRICT

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STEPS INVOLVED IN BUILDING A NEW HOME WHEN SEPTIC SYSTEMS AND PRIVATE WELLS ARE INVOLVED

1. **SOIL TEST THE LOT TO DETERMINE SUITABILITY.** A minimum soil test involves both percolation and deep pit tests. (See Soil Test Instructions) The tests must be conducted by the Health District and must be located 25-50 feet from the proposed house location. If an owner changes his/her mind after the test is done, it has to be done again in the new area. Some lots fail the soil tests, and cannot be built on unless sewers are brought to the area.
2. **OBTAIN A PLOT PLAN.** Plot plans are equivalent to directions on how to arrange the facilities on the lot. Locations of the well, septic, house, driveway, and other important improvements must be shown on the plan. If soil-testing results indicate an engineered septic system is needed, contact a licensed professional engineer to design the septic system and submit a minimum of four copies of the engineered design to the Health Department for review and approval.

If an engineered design is not required, the Health Department, a surveyor, or a licensed installer can design the septic system on a surveyed plot plan, which also must be submitted for approval to the Health Department.
3. **OBTAIN ZONING AND BUILDING PERMITS.** The builder must have these permits prior to commencing construction. The Building Official will need to see the approved plot plan as well as the building and construction plans before issuing a permit. Chesprocott Health District must review and approve the house plans as well.
4. **OBTAIN WELL PERMIT AND SEPTIC INSTALLATION PERMIT.** The well driller is responsible for obtaining the well permit and submitting a well completion report. A licensed septic installer must obtain a septic installation permit and present an "as-built" diagram of the system for our records. It is essential that these two permits be coordinated.
5. **HAVE SEPTIC INSTALLATION INSPECTED AND APPROVED.** This is scheduled by the licensed installer. The Health Department will then issue a "Permit to Discharge" with a copy to the Building Official to advise him/her that the septic system is complete.
6. **HAVE WELL WATER TESTED AND APPROVED.** A complete potability water test is required from an approved laboratory, Cheshire residents are required to submit a volatile organic compound (VOC) exam in addition to the complete potable test. Information on laboratory locations is available from the Health Department or in the yellow pages of your phone book. A qualified person must collect the water sample. Results of the report must be approved by the Health Department. A copy of the approved water test must be given to the Building Official. Prior to approving the water test, the Health Department will make a site visit to verify an approved well cap has been installed.
7. **OBTAIN CERTIFICATE OF OCCUPANCY FROM THE TOWN BUILDING OFFICIAL.**