

STEPS FOR BUILDING YOUR DUTCHESS COUNTY DEPT OF HEALTH [DCDOH] APPROVED SEPTIC SYSTEM (Residential Lots Only) IN ACCORDANCE WITH DCDOH POLICY AND PROCEDURE

BEFORE CONSTRUCTION BEGINS

- 1. YOU APPLY FOR A BLDG. PERMIT AT YOUR TOWN BLDG. INSP's OFFICE.**
- 2. YOUR BLDG. INSP. ISSUES A WORKFLOW SHEET [SAN34] WHICH IS THEN FORWARDED TO DCDOH CENTRAL OFFICE, REVIEWED, THEN SENT TO DCDOH DISTRICT OFFICE [D.O.] THAT SERVES YOUR TOWN. [Allow several business days for this step.]**
- 3. CALL THE DCDOH D.O. TO SETUP A PRE-CONSTRUCTION INSPECTION OF YOUR LOT WITH THE AREAS OF THE SEPTIC SYSTEM & WELL STAKED-OUT PER THE APPROVED PLAN.**
- 4. AFTER THE PRE-CONSTRUCTION INSPECTION, THE SAN34 IS FORWARDED TO THE BLDG. INSP., GRANTING DCDOH APPROVAL TO ISSUE A BLDG. PERMIT.**

BEFORE SEPTIC SYSTEM IS COVERED

- 5. BEFORE DCDOH FINAL INSPECTION: THE FILL PAD (if required) MUST BE CERTIFIED BY YOUR ENGINEER USING THE DCDOH "CERTIFICATION OF FILL FOR SEWAGE DISPOSAL SYSTEM (HD-5)" FORM AND RECEIVED BY DCDOH D.O.**
- 6. PRIOR TO COVERING THE SEPTIC SYSTEM YOU MUST CALL THE DCDOH D.O. FOR A FINAL INSPECTION.**
- 7. BEFORE RECOMMENDATION OF CERTIFICATE OF OCCUPANCY, ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED FOR FINAL REVIEW BY DCDOH: WELL COMPLETION REPORT TO DCDOH CENTRAL OFFICE, PUMP OR DOSING CHAMBER CERTIFICATION (if required) TO DCDOH D.O., SPECIAL P.E. CERTIFICATION TO DCDOH D.O.**
- 8. AFTER YOUR FINAL INSPECTION AND ALL SUPPORTING DOCUMENTATION IS RECEIVED AND REVIEWED, DCDOH D.O. THEN FAXES THE COMPLETED SAN34 TO THE BLDG. INSP., RECOMMENDING THE CERTIFICATE OF OCCUPANCY.**

DCDOH – Environmental Health Services phone numbers

*NOTE: Please call the DCDOH DO between 9:30 & 11:00 AM and have the tax ID # or plan name and lot # ready

Central Office, Poughkeepsie	Voice (845)486-3404	Fax (845)486-3545
Beacon District Office	Voice (845)838-4801	Fax (845)838-4824
<small>{Beekman; East Fishkill; Fishkill & Wappinger}</small>		
Millbrook District Office	Voice (845)677-4001	Fax (845)677-4020
<small>{Amenia; Clinton; Dover; Milan; North East; Pawling; Pine Plains; Pleasant Valley; Red Hook; Rhinebeck; Stanford; Union Vale & Washington}</small>		
Poughkeepsie District Office.....	Voice (845)486-3480	Fax (845)486-3545
<small>{Hyde Park; LaGrange and Poughkeepsie}</small>		

To Access This Form: <http://www.co.dutchess.ny.us/CountyGov/Departments/Health/HDSepticSystemSteps.pdf>;
e-mail: healthinfo@co.dutchess.ny.us