

LIVINGSTON COUNTY DEPARTMENT OF HEALTH



Center for Environmental Health



How to Obtain a Septic System (Wastewater Treatment System) Permit For Your New Home

1. Obtain a consulting licensed NYS professional engineer of your choice. It is recommended that you contact at least three engineers to review fees for service and references prior to making this important decision. The Livingston County Department of Health maintains a listing of consulting engineers that do this type of work in Livingston County. One may also reference the Yellow Pages for additional consultants.
2. The engineer will then work with you to arrange for the soil testing including a deep hole (witnessed by LCDOH) and percolation test. The engineer will explain what options are available for the property to dispose of wastewater and may provide application forms and related paperwork. The LCDOH can also provide guidance.
3. Your engineer will then prepare a system design and may assist in the completion of a Individual Wastewater Treatment System application form.
4. The engineer will then forward the application and three sets of the septic system design plans to the Livingston County Department of Health for review and approval. Note: The application and design must be accompanied by the appropriate fee noted on the application form (make checks payable to the Livingston County Department of Health).
5. After review, there may be questions or concerns raised by the Department of Health which could require changes to the design. Once the design is deemed to be in full compliance with the minimum standards as prescribed by the New York State Department of Health, a permit will be issued by the Livingston County Department of Health. Approved plans and a copy of the permit are sent to both the engineer and the applicant (a copy of the permit is also provided to the local code enforcement official). The review and approval process takes about 7—14 business days after receipt, assuming the design is found to be in compliance with State standards.
6. After receipt of the permit, the homeowner must then determine who will install the system as designed and approved. A contractor registered with the Livingston County Department of Health may only install the system and we maintains a listing of registered installers. The design engineer may also make a recommendation.
7. Questions about the process may be directed to the Department of Health by calling (585)243-7280 or (585)335-1717. The office is open Monday through Friday from 8:00 a.m. until 4:00 p.m.