



DIVISION: ENVIRONMENTAL HEALTH

# ENVIRONMENTAL HEALTH PERMITTING PROGRAM



## YOUR CONNECTION TO EH SERVICES

We are frequently the public's first and last point of contact with Environmental Health (EH) services at the Health District. We provide direct customer service to the public at the front counter and over the phone, while working behind the scenes to keep our Environmental Health programs operating efficiently.

*"One thing that most people don't know about our job as permit technicians is the large amount of sleuthing we do. When we're not taking in new applications, we're looking through old unidentified septic records and trying to find where in Kitsap County they belong."*

**Callie Barton**, Secretary/Clerk 2

## WHAT WE DO

We support community members and the District's Environmental Health programs by:

- Providing customer service for Environmental Health programs.
- Processing applications and permits.
- Routing complaints for regulatory response.
- Keeping accurate, consistent records.
- Responding to inquiries or connecting community members with program staff.

## 2022 BY THE NUMBERS

**5,494** Environmental health applications processed.

**100%** of complete, accurate applications processed the day they are received.

**7** (all) program employees reclassified to Permit Technician 1 in recognition of the work they accomplish daily.

Continued on next page >>



## 2022 HIGHLIGHTS

# ENVIRONMENTAL HEALTH PERMITTING

## AT A GLANCE

**PROGRAM NAME:** Environmental Health Permitting

**MANAGER:** Dawn Morris

**2022 FTE STAFF:** 7

**KEY LEGAL MANDATES:**

- Kitsap County Board of Health Ordinance 2008A-01 Onsite Sewage System and General Sewage Sanitation Regulations
- Kitsap County Board of Health Ordinance 2010-1 Solid Waste Regulations
- Kitsap Public Health Board Ordinance 2014-01 Food Service Regulations

### Top application/permit submittals for 2022

- 1. Property conveyance inspections - 2,007**  
*Review of septic systems and records for property sale.*
- 2. Building site applications - 797**  
*Septic designs.*
- 3. Septic system permits - 800**  
*New installations, replacements of failing septic, component replacements or new connections.*
- 4. Water status reports - 749**  
*Inspections of wells and water records for property sale.*
- 5. Building clearances - 512**  
*For construction on properties with existing septic systems.*
- 6. Group B Water System Permits - 571**  
*Operating permits for small public water systems.*
- 7. Sewered building clearances - 238**  
*For new construction connecting to public water/sewer.*
- 8. Temporary food establishment permits - 222**  
*(This total only includes online applications.)*
- 9. Soil log inspections - 202**  
*Pre-septic design meetings with septic design.*
- 10. Land use reviews - 168**  
*For proposed land use actions.*



## NEED HELP? COME AND SEE US!

**We know that navigating environmental health applications and forms can be daunting.** While most of our applications are available on our website, customers often find it easier to talk through regulations and requirements at our front counter with a friendly Health District employee. We created a short video that shows customers what to expect during a visit. You can watch the video at [kitsappublichealth.org/environment](https://kitsappublichealth.org/environment). We hope to see you soon!



## LOOKING AHEAD TO 2023

**We are excited to continue to increase the skills and experience of our young workforce.**

As we build their portfolio, we will continue to build that of our team's through continued process improvement. After all, we don't call ourselves process nerds for nothing!

We will continue to build on new processes, such as the new intake process for School Plan reviews we established with Solid & Hazardous Waste. This allows for online submittals and tracking of applications in our database.

Finally, we look forward to supporting our Environmental Health teams not just with applications and specific projects but with our time as their programs evolve internally. We will increase support for the Food & Living Environment and Drinking Water & Onsite Sewage programs as they did for us when we experienced staff turnover at the height of the COVID-19 pandemic.

## LEARN MORE & CONNECT

360-728-2235 | [kitsappublichealth.org](https://kitsappublichealth.org) | [pio@kitsappublichealth.org](mailto:pio@kitsappublichealth.org)  
345 6th Street, Bremerton, WA 98337

Scan this QR Code with your smartphone camera to visit our program page.

