

Property Conveyance Inspection & Evaluation of Onsite Sewage Systems

Frequently Asked Questions



Environmental Health Division

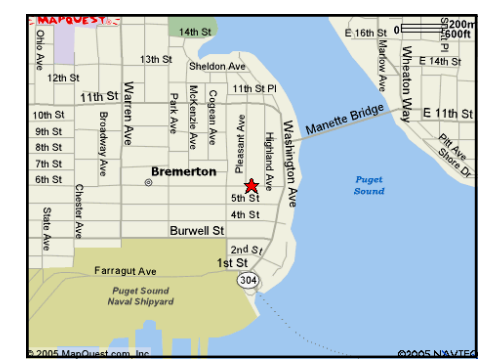
RESOURCES / LINKS:

To search for records, look for the most recent inspection reports, view the local health regulations, look for a certified onsite sewage contractor, or get other onsite sewage system information, please visit our website at: www.kitsapcountyhealth.com/environmenta_health/onsite/onsite_index.htm

To check Kitsap County Assessor records/information for a property: <http://kcwppub3.co.kitsap.wa.us/ParcelSearch/map.asp?CMD=INIT>

For other questions, assistance, or where to find us contact

Kitsap County Health District
Environmental Health Division
345 6th Street, suite 300
Bremerton, WA 98337-1866
(360) 337-5235
(360) 337-5291 (fax)
www.kitsapcountyhealth.com



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The purpose of this requirement is to establish a written record of what is known to exist on property as far as the onsite sewage system, structures connected to the system, and the water source. (See “Resources/Links” section at the end of this document for more information)

It is important that the owner and/or their agent conduct a records search through the Health District website, or by making a records request to the Health District, prior to submitting inspection and evaluation application so that they know early on whether or not they will be required to create this record (See “Resources/Links” section at the end of this document).

Do I have to hire a contractor to develop a “Record of Construction”?

No. Provided that you can meet the intent and requirements of for developing the Record of Construction, anyone can prepare this record for submittal to the Health District.

Can I get a new/revised evaluation report if I was required to make corrections to my system?

Yes. If required corrections are made according to Board of Health regulations, the owner can apply for a revised evaluation report at a reduced cost (\$75) so that the record shows that the system has been brought into compliance.

This process should be initiated early-on in the home sale process as possible so that any issues or problems can be identified and corrected as soon as possible to enable a smooth property transfer.



Will my old system be required to be upgraded to meet current code?

Generally no, under normal circumstances, unless the system is failing or has major health violations (read below). If the system is functioning properly and meets the existing design capacity for the use of the property, it will be allowed to exist as-is.

Some alternative systems may require modifications to meet the rules and conditions of approval that they were permitted under. For example, some owners may have to “retro-fit” or re-establish access ports or service risers to system components when those ports or risers have been removed. A Monitoring and Maintenance contract may be required if the system does not have a current maintenance contract, or a maintenance servicing may be required if the system has not been serviced in the past year.

What types of situations will require immediate correction and/or result in a notice of violation?

Board of Health regulations consider the following as major violations and require immediate correction by the owner:

- Failing, broken, or malfunctioning systems
- Previously designated and approved primary or reserve areas that have been eliminated, destroyed, or otherwise made unusable.
- Use or operation of the system in violation of its approved use or design capacity.
- Missing service access risers or observation ports for alternative systems that are required to have annual monitoring and maintenance.

What am I required to do if there are no records on file for my system?

The regulations require the development of a scaled site plan, or record of construction, for the property’s onsite sewage system if one does not exist for that property.

What is it?

A Property Conveyance Inspection (PCI) and Evaluation of Onsite Sewage Systems is a written evaluation on an existing onsite sewage system (OSS or “septic system”) for a particular property. It is required before transferring property that utilize an OSS to a new owner. (Kitsap County Board of Health Ordinance 2008-01, Section 13.D).

Who is responsible to comply with this requirement?

The owner of the property (i.e., the seller) is responsible for making sure the inspection and evaluation of the OSS is completed. However, the owner may work with their real estate agent, authorized agent, or buyer to meet this requirement.

How do I apply, what is the cost, how long will it take and how long is it valid for?

Application is available:

- Online at www.kitsapcountyhealth.com Under Environment Health scroll down to On-site Sewage, click on For Property Owners.
- Through your real estate agent
- At the Health District—345 6th St. Suite 300 Bremerton, WA 98337

Submit the application either by mail or dropping it off at the Health District. Online submittal of the application is not currently available, but will be coming in 2009.

The application cost is **\$202**, which covers the record search and review, site inspection, evaluation report preparation and report processing/shipping. The evaluation report will be issued **within 7 business days** of receiving a completed application, regardless of any violations or issues of non compliance.

The Health District strongly recommends that property owners complete the property conveyance inspection of the onsite sewage system as early in the property sale process as possible, so that if compliance issues exist, they can be addressed and corrected before closing.

Important facts you should know:

- All properties with OSS that are **Listed or re-listed** after September 1, 2008 are required to do the inspection and evaluation. Property listed for sale prior to September 1, 2008 are not required to comply with this inspection and evaluation requirement. However, for their own knowledge and protection, the Health District **strongly encourages** all buyers to require an evaluation of the OSS prior to purchasing the property. Properties that have **never been occupied** (i.e., empty spec houses or businesses) are exempt from the PCI requirement.
- The Health District will not prevent or prohibit the sale of your property. This program is a discovery and disclosure program to ensure that the OSS are working properly. If violations are present, the Health District will note them on the evaluation report for correction.
- The inspection and evaluation report issued by the Health District is generally valid for up to 3 years, provided the property remains under the same ownership and the system remains in compliance with Board of Health regulations.

What Information is required for the application?

- Tax parcel number
- Address of property
- Year the home was built
- Previous owner, builder, or mobile home sale company
- Septic tank pumping and inspection Report dated within the last three years.
- Directions to the site & any special circumstances.

Let us know if there are dogs or locked gates on the property so an appointment can be made to access the site.

How is the inspection/evaluation done & what does it include?

The inspection and evaluation consists of two primary activities:

1. A maintenance inspection of the system equipment (e.g., septic tank, pump tank, pre-treatment unit, etc.) by a certified Septic Tank Pumper or Monitoring and Maintenance Specialist.
2. A records review, site inspection, and OSS code compliance evaluation by the Health District.

The maintenance inspection of the system equipment (by a Pumper or Maintenance company) should be scheduled prior to submitting the Property Conveyance Evaluation of Onsite Sewage System application to the Health District. The Health District will use the system equipment inspection report as part of its records review and code compliance evaluation.

What will the evaluation report include?

The evaluation report is an objective, factual disclosure of the following information:

1. A statement indicating if there is any record of approval of the system installation, when it was approved, and the type/size of use it was approved for.
2. A statement indicating whether or not the system appears to be functioning properly and if any maintenance is needed to keep the system functioning properly.
3. If the system is not functioning properly, a statement indicating signs or symptoms of malfunction and what actions are needed to correct it.



4. A statement that indicates whether or not the system and the property are in compliance with the applicable rules and regulations in effect at the time the system was permitted or installed.
5. A copy of the permit/record of construction (if available), and a copy of the Health District’s “Onsite Sewage System Homeowner’s Manual” to be given to the buyer.

Other Notable items/issues of concerns:

1. An Operation and Maintenance service contract is required for Alternative Onsite Sewage Systems.

If you own an Alternative Sewage System, and don't have a service contract, you will need to get one so that the system receives routine maintenance provided by a licensed maintenance specialist.

2. Septic tanks and pump tanks must be accessible.

(Based on age of system - see table 1 for details. Tanks needs to be accessible by or during the next scheduled pumping.)

**Table 1
Septic Tank Riser Requirements**

OSS Installation Date	Riser Requirement
Prior to 1961	None Riser Recommended.
1961 – June 1978	Riser required if tank is deeper than 24 inches.
July 1978 – April 1996	A riser to within 12 inches of finished grade is required if the tank is deeper than 12inches.
May 1996 - April 2008	A riser to the surface of the ground is required if the tank is greater than 12” deep.
After May 1, 2008	Include risers, with secured lids, to finished grade for all service access manholes and observation ports over 6 inches in diameter.