

Wastewater Permit Process

Dear Homeowner/Contractor:

The table below outlines the sequence of events needed to comply with the Reno County Sanitation Code permitting process.

Step	Applicant (Homeowner or Contractor)	Health Department
1	Completes permit application form, and submits permit fee of \$275; \$50 trip charge applied on 3 rd visit and each visit thereafter. List link for payment options and application: https://www.renogov.org/762/Payments-for-EH https://www.renogov.org/660/Septic-Systems-Enhanced-Treatment-Lagoon	Once submitted, staff will respond with a proposed date and time for a site evaluation appointment.
2	Homeowner/Contractor can excavate the soil profile pit. Soil profile analysis may be completed by county staff, licensed engineer, or soil scientist.	Staff conduct site evaluation including soil profile if requested. Verbalizes site limitations and results to contractor and owner. Prepares packet and email/mail to homeowner/contractor.
3	Homeowner/Contractor completes construction plan and submits to staff for review and approval.	Staff receives construction plan. Staff obtains owner approval of plan, if plan meets codes and other criteria. Permit is issued to begin construction. Staff will email/mail permit packet to contractor/owner.
4	Contacts the Health Department to schedule final inspection of wastewater construction.	Conducts and completes final inspection. Email/mails copy of final packet to owner.

Please contact the Reno County Environmental Health Staff at 620-694-2900 as needed. Or email Environmental Health Staff at eh@renogov.org

Reno County Staff are able to evaluate each site for minimal code compliance; staff are not able to select, or provide personal input, on wastewater systems, wells, mortgage inspections, or other Environmental Health issues.