



CITY OF MAPLEWOOD

Department of Public Works
1902 County Road B East
Maplewood, MN 55109
651-249-2400 FX 651-249-2409
www.MaplewoodMN.gov

Permit # _____

Engineering
Planning
Inspection
Health
Other _____

Septic System Permit (SSTS)

Date _____
Site Address _____ PIN _____
Lot _____ Block _____
Addition or Tract _____
Property Owner Name _____ Phone _____
(Applicant)
Address _____ E-mail _____

Installer Contact Name _____
Company _____ Phone _____
Address _____ City _____ State _____ Zip _____
MPCA License No. _____ E-mail _____ Fax _____
System Designer Contact Name _____
Company _____ Phone _____
Address _____ City _____ State _____ Zip _____
MPCA License No. _____ E-mail _____ Fax _____

System Type

- Type I System (Trenches, Pressure Bed, Mound, At-Grade)
- Type II System (Holding Tank, Privy)
- Type III System
- Type IV System (System Using Registered Product)
- Type V System (P.E. Designed)
- MSTs (> 5,000 GPD)

System Information

- Drainfield
- Pressure Bed
- Mound
- At-Grade
- Tank Replacement
- Other _____

City Contact Information

Steven Love, P.E., Assistant City Engineer
651-249-2400
steve.love@MaplewoodMN.gov

Reason for Application

- New System
- Replacement System
- System Repair
- System Expansion (e.g. bedroom addition)

Septic System (SSTS) Permit Application

Permitting Process

1. Applicant hires MPCA licensed designer or designer/installer to complete system design.
2. **Designer contacts City and arranges for on-site soils verification.**
3. Designer completes system design.
4. Applicant submits signed application with required attachments and permit fee.
5. City reviews application, submits review comments (if any) to applicant and designer.
6. Designer makes revisions required by City review comments (if any).
7. City reviews revised application submittal and if acceptable, provides approval.
8. Applicant hires MPCA licensed installer (if designer is not also the licensed installer) to install the system.
9. **Installer contacts City and arranges for necessary inspections during installation.** Tank and drainfield **must** be inspected prior to being backfilled or covered. If the tanks or drainfield are backfilled or covered prior to inspection the installer will be required to expose them for inspection. Failure to expose the system for inspection will result in revocation of the permit.
10. Installer submits as-built for system following acceptable completion of installation.
11. Upon acceptable completion of system installation, City provides applicant with Certificate of Compliance.

Attachments Required to be Submitted with Permit Application

- Site Evaluation Report
 - A written report as required in 7080.1730. Report must be signed by the designer.
- Site Plan
 - Site Plan drawn to scale with north arrow showing location and elevation of proposed soil treatment area and soil borings/pits; setback distances; existing and proposed lot improvements; easements; ordinary high water mark of public waters; property lines; direction and percent land slope; location of any unsuitable, disturbed, or compacted soil areas; and the access route for system maintenance.
- Soil Boring/Pit Logs
 - **Designer must contact City to schedule soil verification prior to conducting soils work.**
 - Results of soils investigation to be submitted on the attached boring log form. Boring logs must be signed by the designer.
- Design Report
 - As required in 7080.2430 including; detailed drawings, design flows, system component sizing and calculations, hydraulic and organic loading rates, setbacks, and location and elevations for construction.
 - The current UofM OSTP Design Forms shall be used and submitted. All design forms must be signed and certified by the designer.
- Building Plans for the Existing or Proposed Dwelling or Building
 - Plans must show the dimensions, location, and square footage of all bedrooms, and the building's total finished floor area. Plans must also indicate the presence of all water using appliances including, but not limited to; washing machine, dishwasher, water conditioning unit, bathtub, self-cleaning humidifier, and garbage disposal.
 - Plans for bedroom additions must show the floor plan of the remainder of the building.
- Management Plan
 - The current UofM OSTP Management Plan template form shall be used and submitted.
- Permit Fee - \$500

Agreement

The undersigned applicant hereby makes Application for Permit to install, replace, repair, or modify a Subsurface Sewage Treatment System (SSTS) as herein specified. The applicant agrees that the information provided on the permit application and in the required attachments submitted herewith, and which are reviewed by the City of Maplewood, and together with any requirements and/or restrictions made necessary by conditions of the proposed site, shall become part of the permit. Applicant further agrees to provide access, at reasonable times, to City of Maplewood staff or its consultant's staff for the purpose of performing inspections required and that no part of the system shall be covered until it has been inspected and accepted. Application is for a specific system installation at a specific location. Any deviation from the approved system or location will void the permit. It shall be the responsibility of the permit applicant to notify the City of Maplewood that the installation is ready for inspection.

I hereby certify the above to be true and correct. I hereby give City of Maplewood staff or its consultant's staff permission to enter upon my property during normal business hours for the purpose of determining the suitability of the location, design, and construction, which may include minor excavations or soils borings by City or consultant staff.

Property Owner Printed Name

Property Owner signature

Date

