

**DWR-P-03- SSDS Permit Standards-07292024**  
**SSDS Permit Documentation Standards**

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**1) EFFECTIVE DATE: 07/29/2024**

**2) SIGNATURES:**

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**Revision History Table:**

Revision Number	Date	Brief Summary of Change
0	07/29/2024	Original Document

## DWR-P-03- SSDS Permit Standards-07292024

### SSDS Permit Documentation Standards

**Purpose:** This policy was developed to provide clear, consistent guidance to staff and management on procedures to be followed when issuing a SSDS Permit. Adherence to this policy will ensure that Permit documentation is performed consistently and maintain quality standards statewide, while reducing errors and variability in the work product. This will also serve as a valuable training tool for new employees, providing them with a structured guide to create effective Permit documentation.

This policy supersedes all previous policy or guidance on SSDS Permit standards.

1. The Permit Survey must be filled out completely and accurately.
  - a. Some items to note include, but are not limited to:
    - Ensure **all** pre-populated data in the Permit Survey is correct, including the geolocation shown on the map and proper capitalization
    - The Permit geolocation should be captured at the proposed building site
    - SSDS Repair Permits should not indicate a number of bedrooms or a soil absorption rate
    - Staff may not indicate which conventional substitute product(s) should be used by deselecting product options
    - The correct TCA reference is used
    - Correct total length of field line, septic tank volume, dosing tank volume and trench depth are indicated
    - If the SSDS will utilize a pump, then the flow and TDH must be calculated and entered into the correct data fields
    - Applications, surveys, plats, soils maps (including soil notes), percolation data, design calculations, engineer's designs, variance correspondence, easements, notices of encroachment, letters, design flow data etc. must be attached to the SSDS Permit
2. All SSDS permit site sketches must be made using the digital format and on the most recent version of the digital Permit site sketch template form CN-0763. Drawing the site sketch on paper and uploading it to the Permit Survey is not acceptable.
  - a. If the SSDS was designed by an engineer, staff should type "See attached engineered design package" on the digital Permit site sketch template form CN-0763.
  - b. This does not prevent staff from adding important or relevant information on the Permit site sketch if needed.
3. The owner/site information entered into Survey123 must match the information entered on the permit/site sketch.
  - a. *The idea is that the person who would need to look up the record in FileNet will be able to find it. Avoid issuing the permit to the installer, builder, mortgage company, etc. The best practice would be to issue the permit to the person that will be living in the residence.*

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4. The name of the staff must be typed (i.e., text box) with their signature next to it on all permit site sketches.
5. The date the permit was issued must be indicated on the Permit site sketch.
6. All SSDS permits/site sketch must be defensible, reproducible in the field, accurate, neat/legible and contain the necessary information.
7. Text boxes must be used on the permit site sketch, handwritten text is not allowed.
8. The house location or the house stakes must be referenced to a permanent point(s) and the distance to that point(s) must be shown on the site sketch. On large tracts, use existing landmarks to reference the house location (e.g., street, trees, utility poles, property lines, GPS coordinates, etc.).
  - a. Alternatively, there may be occasions where it's more practical to define the suitable soils area instead of the structure location.
  - b. The intent of doing this is to delineate a building envelope or an SSDS-suitable soil envelope that can be reproduced on the ground. Effectively indicating the distance, the front of the structure (or back or side as appropriate) can be from a fixed point (see site sketch example).
9. Some details to include on the permit site sketch include, but are not limited to:
  - a. Proposed house/structure location, property lines (as reasonable if on a large tract), driveway, septic tank, dosing tank, length of tight line, length of soil improvement practice and outlet location, field lines on general contour, crossovers, 100% duplication area (delineated by a polygon), street, water features, drains, pertinent natural features, drinking water source identified, drinking water source location if already installed, number of bedrooms etc. and other SSDS components with appropriate setback distances. "Do not disturb" should be written in the duplication area. Non-standard abbreviations (e.g., DA, Dup, RA, DW, F, WL, UP, LP, CB) should not be used. Industry-standard abbreviations such as SCH 40 PVC for Schedule 40 polyvinyl chloride pipe are acceptable.
  - b. Repair permit site sketches must also include the approximate location of existing field lines (if possible), the new field lines on general contour, and the water source/water line location.
  - c. Grandfather Clause (d): Permits that are issued under part "(d) Grandfather Clause - Current standards except those specified", by statute the permit must state "System is for an approved subdivision without adequate available soils or percolation data 68-221-403(d)(3)".

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10. The correct distances and setbacks for all pertinent features on permit site sketches must be shown in accordance with the table below.

Feature	Septic and Dosing Tanks and/or ATS	Disposal Field
Water Supply	50 ft	50 ft
Dwellings	5 ft	10 ft
Property Lines	10 ft	10 ft
Easement Boundaries	10 ft	10 ft
*Gullies, Ravines, Dry Stream Beds, Natural Drainageways, Sinkholes, Streams and Cut Banks	15 ft	25 ft
Water Lines	10 ft	10 ft
House to Tank Connections	--	10 ft
Septic and Dosing Tanks	--	5 ft

\*These distances may increase or decrease as soil conditions so warrant as determined by the Commissioner after a special investigation by an approved soil consultant.

11. All features that are shown on the soils map must be shown on the site sketch with appropriate setback distances.
12. All SSDS permit attachments and photos must be clear and in focus.
13. All SSDS permits for sites approved based on a soil map or percolation test must include the soil map and soil map notes or the percolation test data as an attachment to the Permit Survey.
- If the site is in a subdivision that has been soil mapped and staff will be taking a photo of the soils map, the uploaded documentation must include a close-up of the lot that is being permitted. Not just a photo of the entire subdivision soils map.
14. The permit application must be attached to the Permit Survey.
- All SSDS permits issued for a different number of bedrooms than what is shown on the permit application must be accompanied by written documentation (e.g., email, text message) from the owner of the residence prior to permit issuance. The documentation must acknowledge this change and be attached to the SSDS Permit.
15. Staff are to review on their own work in the Permit Survey before submitting it and review the pdf permit document that they receive by email.

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16. If an error is made on a submitted SSDS Permit, staff must correct the error through the Manage Field Data Dashboard and resubmit the Permit Survey. They must also notify the FileNet superuser in their region to delete the Permit record containing the error from FileNet.
17. All SSDS Permit data must be submitted in a format that can be uploaded to the SSDS GIS database and FileNet through an existing automated process. Manual data uploads are not allowed.

The following checklist should be used to document compliance with this policy.  
Criteria on the checklist are enumerated in the order they appear in the narrative above.

SSDS Permit Checklist						Permit Site 1			Permit Site 2		
Staff:		County:		Evaluation Date:							
#	Criteria					Yes	No	NA	Yes	No	NA
1	Is the Permit Survey filled out completely and accurately (see Policy document for examples)?										
2	Is the SSDS permit site sketch drawn in a digital format (not on a sheet of paper) and on the most recent version of the digital Permit site sketch template form CN-0763? If the SSDS was designed by an engineer, did the ES type “See attached engineered design package” on the digital Permit site sketch template form CN-0763?										
3	Does the owner/site information entered in the Permit Survey match the information entered on the permit/site sketch?										
4	Is the name of the Environmental Scientist typed (i.e., text box) with their signature next to it on the permit site sketch?										
5	Is the date the permit was issued indicated on the Permit site sketch?										
6	Is the SSDS permit/site sketch defensible, reproducible in the field, accurate, neat/legible and contain the necessary information?										
7	Are only text boxes used on the permit site sketch (handwritten text is not allowed)?										
8	Is the house location or house stakes referenced to a permanent point(s) and the distance to that point(s) shown on the site sketch? On large tracts, are existing landmarks used to reference the house location (e.g., street, trees, utility poles, property lines, GPS coordinates, etc.)?										
9a	Are all relevant details included on the permit site sketch (see guidance document for examples)?										
9b	For <i>Repair</i> permits, does the site sketch include the approximate location of existing field lines (if possible), the new field lines on general contour and the water source/water line location?										
9c	<i>Grandfather Clause (d)</i> : If the permit was issued under part “(d) Grandfather Clause - Current standards except those specified”, does the permit state “System is for an approved subdivision without adequate available soils or percolation data 68-221-403(d)(3)”?										
10	Are distances and setbacks for all pertinent features shown on the permit site sketch?										
11	Are all features that are shown on the soils map shown on the site sketch with setback distances?										
12	Are the attachments and photos clear and in focus?										
13	If the SSDS permit was approved based on a soil map or percolation test, is the soil map and soil map notes or the percolation test data attached to the Permit Survey?										
13a	If the site is in a subdivision that has been soil mapped and the Environmental Scientist took a photo of the soils map, does the uploaded documentation include a close-up of the lot that is being permitted?										
14	Is the permit application attached to the Permit Survey?										
14a	If the SSDS permit was issued for a different number of bedrooms than what is shown on the permit application, is written documentation (e.g., email, text message) from the <i>owner of the residence</i> acknowledging this change attached to the SSDS Permit Survey?										
15	Has the staff reviewed their own work in the Permit Survey before submitting it and have they reviewed the pdf permit document that they receive by email for accuracy?										
16	Has the staff corrected errors made on a submitted SSDS Permit through the Manage Field Data Dashboard and resubmitted the Permit Survey? Have they also notified the FileNet superuser in their region to delete the Permit record containing the error from FileNet?										