

Home Loan Evaluation Instruction Sheet

Instructions: Please complete form SG-55 if you are requesting a home loan evaluation (well and/or septic inspection) for buying, selling, refinancing, childcare, or foster care purposes with fees for service. Please see below for building purposes if the building department has requested an evaluation from our department.

Fees:

Well Evaluation: \$50.00. The applicant will also receive a bill of \$20.00 in the mail from the lab after the water sample is tested.

Septic Evaluation: \$50.00. If the septic tank has not been pumped within the past 12 months, a pump receipt will need to be submitted to finalize the evaluation report. **Please Do Not Pump your tank before the inspection is completed.**

Home Loan Evaluation Requests for Building Purposes

Home Loan Evaluations for Building Permits on vacant lots with existing well and/or septic systems:

If you are applying for a building permit and have an existing well and/or septic system, but there is no dwelling on the property, a WV certified well driller will need to inspect the well and a WV certified septic installer will need to inspect the septic system. The report(s) will then be submitted to the health department with the completed SG-55 and fees for services. Fees for services are \$50.00 for the well and \$50.00 for the septic.

- **What should the WV certified septic installers report state?**

The WV certified septic installer should uncover and inspect any septic tanks, pump chambers, distribution boxes, and treatment units and, if necessary, repair them. The condition of the drain field lines should be examined by probing them, observing them through observation ports, inserting a camera into the lines, or uncovering portions of them. A report of the findings will be submitted on letterhead accompanying the SG-55 and fees for service.

- **What should the WV certified well drillers report state?**

A WV certified well driller will inspect the condition of the well. The well driller should assure that the water line from the well has been capped to prevent the entry of contaminants and should inspect the integrity of the well casing and grout, the pitless adaptor, and any pad surrounding the wellhead. If the pump has not been installed, please note that the pump has not

been installed at this time. A water sample should be taken by the Health Department prior to obtaining occupancy. A sanitary survey should be conducted to assure that there are no contamination sources too close to the well. A report of the findings will be submitted on letterhead accompanying the SG-55 and fee for service.

What if we do not have a file containing permitted well and septic information?

In addition to the steps above for having the well and septic systems inspected by a WV certified installer and/or WV certified well driller, the septic installers report must indicate size of the drain field including how many lines and length of those lines, and materials used in the drain field. If there are no records of a percolation test ever having been conducted, a new perc test will need to be done around the existing drain field. The date the lot was created will be needed to determine the size of the septic reserve area or if only a replacement area will be needed.

Home Loan Evaluations for dwellings or facilities that have not been occupied for the past 30 days:

- Well testing: If a water sample is obtainable from the location, please see Home Loan Evaluation instructions above.
- Septic testing: Please follow instructions for vacant lots with existing well and/or septic systems.

Home Loan Evaluations for Building permits when adding bedroom(s):

When adding a bedroom(s) the existing septic system design will need to be reviewed by a sanitarian. Once a sanitarian has reviewed the file, it may be determined that a septic modification is required. Please contact Danielle at extension 3021 for a review.

- If a modification is not required, please complete SG-55 and submit with fees for service.
- If a modification is required, please contact a certified septic installer, and submit SS-182A with fees for services.

Home Loan Evaluations for Demolition Permit:

If you are applying for a DEMO permit, please complete SG-55 **after** the well and septic systems have been capped off. The fee for well and septic evaluation for demolition permit is \$50.00 for well and \$50.00 for septic.

TERRENCE J. REIDY
HEALTH OFFICER

GILLIAN BEACH
ADMINISTRATOR



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PAYMENT AUTHORIZATION FORM

Paperwork and payment submission:

Applications and payments may be submitted via email, mail, or dropped in out lock box outside the back door marked Environmental or by walk-in.

Paperwork and payment submission:

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check.

Credit Card Payments: Please complete the section below if paying by credit card. Emails should be sent to the following email:

Email: Danielle.R.Phillipson@wv.gov

Credit Card Payment:

Please note: We are unable to process American Express

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____



REQUEST FOR HOME LOAN EVALUATION OF WELL AND/OR SEWAGE SYSTEM

TO BE COMPLETED BY THE APPLICANT		
Lender: Mailing Address: City: State: Zip Code:	Case Number: County Tax Map: Parcel Number:	
Purchaser:	Property Owner:	
Mailing Address: City: State: Zip Code:	Mailing Address: City: State: Zip Code:	
Phone Number:	Phone Number:	
Detailed directions to the property:		
Subdivision Name: _____ Section: _____ Lot No.: _____		

Multi-living units	Number of Bedrooms	Water Supply	Sewage Disposal	Dwelling occupied for last 30 days?	Basement	Dwelling
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/> Public <input type="checkbox"/> Private*	<input type="checkbox"/> Public <input type="checkbox"/> Private*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> New <input type="checkbox"/> Existing Year Built _____

*If private well, permit number: _____, and approximate date well was drilled: _____
septic system, permit number: _____, and approximate date system was installed: _____

TO BE COMPLETED BY THE HEALTH DEPARTMENT SANITARIAN

Loan Number: _____ Date Received: _____ Amount Received: _____ From: _____

Water Supply: Drilled Well Dug Well Cistern Spring Other: _____

Installed under permit: Yes No Disinfection system: Yes No Type: _____

Permit Number: _____ Meets minimum physical design requirements: Yes No Cannot be determined

Bacteriological sample collected: Yes No Date inspected / sampled: _____

Bacteriological sample results: Satisfactory Unsatisfactory Laboratory sample number: _____

NOTE: Inspection and sampling does not address chemical contamination, mineral concerns, or yield of the supply.

The water supply was found to be: Satisfactory Unsatisfactory as a potable water supply.

Sewage Disposal System: Type: _____

Sewage system installed under a permit: Yes No Permit Number: _____

For surface discharge systems permitted since January 1, 1999, is the WVDEP Registration current: Yes No

Note: system cannot be approved without a current registration. Registration cannot be transferred to new owner. New owner must register with West Virginia Department of Environmental Protection (WVDEP).

System met the minimum design standards at the time of installation: Yes No

Date of original inspection: _____ Date dye test conducted: _____ Dye observed: Positive Negative

The design loading of the facility remains within the minimum standards as originally sized: Yes No

The sewage disposal system: Appears to be Functioning Appears to be Not Functioning Could not be determined satisfactorily at the time of the evaluation.

REMARKS: _____

Date: _____

Sanitarian: _____