



TERRENCE J. REIDY
HEALTH OFFICER

MARTY L. FREEMAN
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TO: Jefferson County Environmental Health Staff

FROM: Gillian Beach, RS, CPO-I
Environmental Health Supervisor

SUBJECT: EH Policy S-3: Reinspection Fees for Onsite Sewage and Water Permits and Inspections

DATE: February 22, 2020

PURPOSE

This policy will guide Environmental Health staff on when to charge a reinspection fee when multiple site visits are needed to process a permit application for a subdivision, onsite sewage (septic) system, or private well. It will also guide Environmental Health staff on when to charge a reinspection fee when multiple final inspections are needed to approve an onsite sewage (septic) system. This policy outlines the administrative procedures for invoicing and collecting those fees.

BACKGROUND

The Jefferson County Board of Health has adopted a reinspection fee of \$75.00. This fee is intended to recover some of the Jefferson County Health Department's (JCHD's) costs when non-compliance or incomplete work requires follow-up site visits or inspections by the JCHD. The reinspection fee should not be construed as a civil penalty (fine) or punitive measure.

RESPONSIBILITIES

All Environmental Health staff are responsible for adhering to this policy.

PROCEDURES

A. A reinspection fee will be charged to the applicant when more than one site visit is required in order to process a permit application for a subdivision, onsite sewage (septic) system, or private well.

1. A reinspection fee of \$75.00 will be charged when more than one site visit is required because the:
 - a. Property lines were not marked,
 - b. Proposed lot lines, well locations, or septic reserve areas in a proposed subdivision need to be moved,
 - c. Proposed septic reserve area or well location was not marked,
 - d. Nearby wells, septic systems, or utility lines were not located and marked,
 - e. Proposed septic reserve area was located too close to a structure, property line, or well,
 - f. Observation holes were too shallow or in inappropriate places,
 - g. Percolation test holes were not properly dug or in inappropriate places,
 - h. Proposed septic reserve area included areas in drainageways,
 - i. Proposed septic reserve area included areas with rock outcrops,
 - j. Proposed septic reserve area included areas that have been filled or excavated,
 - k. Proposed well was located too close to a structure, property line, septic system, or source of potential contamination,
 - l. Applicant wants health department to evaluate a different site on lot as first site was not suitable for a Class I septic system,
 - m. Site work could not be completed because contractor or owner did not show up for scheduled site visit, or
 - n. Applicant or contractor failed to follow regulations or comply with the Sanitarian's instructions.
2. When a reinspection fee is required, the Sanitarian, while on the site, shall provide the applicant or contractor an invoice for the \$75.00 reinspection fee on the form in Appendix A. The invoice shall indicate the reason(s) an additional site visit is required and what needs to be done before another site visit can be scheduled. The invoice shall also clearly indicate that another site visit can not be scheduled until the reinspection fee has been paid. If neither the applicant nor contractor is on the site, the invoice shall be mailed to the applicant.
3. Upon returning to the office, the Sanitarian shall give a copy of the invoice for the reinspection to the Office Service Assistant (OSA) that is responsible for scheduling the field work for onsite sewage (septic) system and private well permits.
4. When payment of the reinspection fee is received, the OSA will verbally or via email confirm that the issues which necessitated an additional site visit have been resolved. The payment will then be entered into QuickBooks and another site visit by the Sanitarian will be scheduled.

5. If the reinspection fee is not paid within 30 days, the permit application shall be denied. In these cases, the applicant, if they choose to do so, can file a new permit application (with a new application fee) at a later date.
6. A reinspection fee should not be charged when more than one site visit is required because:
 - a. A weather event interrupted field work,
 - b. The Sanitarian was unable to complete the field work in a single visit because of his or her time constraints,
 - c. The Sanitarian wants a second opinion on the site,
 - d. The Sanitarian failed to take all the necessary measurements or collect all the necessary information on their first site visit, or
 - e. The proposed subdivision has too many lots to evaluate them all in one site visit.

B. Reinspection fees will be charged to the contractor when more than one site visit is required in order to complete a final inspection of an onsite sewage (septic) system.

1. A reinspection fee of \$75.00 will be charged when more than one site visit is required because:
 - a. The contractor did not show up for the final inspection,
 - b. The property lines were not marked,
 - c. The construction was not complete,
 - d. There was no electrical power to operate the pump and/or alarm,
 - e. Part or all of the system was covered prior to inspection
 - f. Part of the drainfield area or reserve area was excavated or filled prior to construction of the onsite sewage (septic) system and additional reserve area needs to be identified,
 - g. The construction did not comply with the permit and/or the regulations.
2. When a reinspection fee is required, the Sanitarian, while on the site, shall provide the applicant or contractor an "Inspection Deficiency Report" on the form in Appendix B. The invoice shall indicate the reason(s) an additional final inspection is required and what needs to be done before another final inspection can be scheduled. The invoice shall also clearly indicate that another final inspection can not be scheduled until the \$75.00 reinspection fee has been paid. If neither the applicant nor contractor is on the site, the invoice shall be mailed to the applicant.
3. A reinspection fee should not be charged when more than one site visit is required because:
 - a. Multiple inspections are needed in order to evaluate ground preparation, multiple phases in the construction process, or system cover (such as for a mound system or Eljen system),
 - b. A weather event interrupted the final inspection,

- c. The Sanitarian was unable to complete the final inspection in a single visit because of his or her time constraints,
 - d. The Sanitarian wants a second opinion on the construction, or
 - e. The Sanitarian failed to take all the necessary measurements or collect all the necessary information on their first final inspection.
4. When practical to do so, the Sanitarian may confirm correction of minor final inspection deficiencies via an email or text message that can be printed out. In these cases, when a site visit is not required, no reinspection fee should be charged. Examples of this type of confirmation of correction of a violation may include:
 - a. A picture of a riser added to the top of a septic tank,
 - b. Specifications for a pump, control panel, or pump chamber, or
 - c. A copy of an HAU maintenance contract.
5. Upon returning to the office, the Sanitarian shall give a copy of the invoice for the additional final inspection to the Office Service Assistant (OSA) that is responsible for scheduling final inspections of onsite sewage (septic) systems.
6. When payment of the reinspection fee is received, the OSA will verbally or via email confirm that the issues which necessitated an additional final inspection have been resolved. The payment will then be entered into QuickBooks and another final inspection by the Sanitarian will be scheduled.
7. If the reinspection fee for an additional final inspection is not paid within thirty (30) days, a letter will be sent to the property owner and contractor informing them that the onsite sewage (septic) system has not been approved. A copy of the invoice for reinspection issued in the field by the Sanitarian will be attached to the letter. An example of this type of letter is in Appendix C. A copy of the letter will be sent to the building official.
8. If after an additional thirty (30) days a reinspection has not been scheduled, a letter like the one in Appendix D will be sent to the property owner and contractor informing them that the onsite sewage (septic) system has not been approved and that the file has been closed. The letter will include instructions on how approval may be obtained in the future if the owner desires to seek system approval. A copy of the letter will be sent to the building official.

APPENDIX A

Invoice for Additional Site Visit

Permit Application #: _____

Property Owner: _____

Property Location: _____

Septic Contractor or Well Driller: _____

Today a site visit was made to the above referenced property for the purpose of processing an application for a: **Private Well** **Onsite Sewage (Septic) System** **Subdivision**

We were unable to complete the work needed to process your application because:

- Property lines were not marked
 - Proposed lot lines, well locations, or septic reserve areas in a proposed subdivision need to be moved
 - Proposed septic reserve area or well location was not marked
 - Nearby wells, septic systems, or utility lines were not located and marked
 - Proposed septic reserve area was located too close to a structure, property line, or well
 - Observation holes were too shallow or in inappropriate places
 - Percolation test holes were not properly dug or in inappropriate places
 - Proposed septic reserve area included areas in drainageways
 - Proposed septic reserve area included areas with rock outcrops
 - Proposed septic reserve area included areas that have been filled or excavated
 - Proposed well was located too close to a structure, property line, septic system, or source of potential contamination
 - Applicant wants health department to evaluate a different site on lot as first site was not suitable for a Class I septic system
 - We were unable to complete our work because contractor or applicant did not show up for scheduled site visit
 - Contractor or applicant failed to follow regulations or comply with the Sanitarian's instructions, specifically:
-

The fee for another site visit (reinspection) is \$75.00. So that we can schedule another site visit and move forward with processing your application, please correct the above noted deficiencies and remit the \$75.00 reinspection fee payment along with a copy of this form within 30 days to:

Jefferson County Health Department
1948 Wiltshire Rd, Suite 1
Kearneysville, WV 25430

Thank you.

Sanitarian: _____ Date: _____

Received by: _____ Date: _____

APPENDIX B

Inspection Deficiency Report

Permit Application #: _____

Property Owner: _____

Property Location: _____

Septic Contractor or Well Driller: _____

Today a site visit was made to the above referenced property for the purpose of conducting a final inspection of the onsite sewage (septic) system:

We were unable to approve the construction of the onsite sewage (septic) system because:

- The contractor did not show up for the final inspection
- The property lines were not marked
- Part of the drainfield area or reserve area was excavated or filled prior to construction of the onsite sewage (septic) system and additional reserve area needs to be identified
- There was no electrical power to operate the pump and/or alarm
- Part or all of the system was covered prior to inspection
- The construction was not complete, specifically: _____

- The construction did not comply with the permit and/or regulations, specifically:

The fee for another final inspection (reinspection) is \$75.00. So that we can schedule another final inspection and move forward with approving the onsite sewage (septic) system, please correct the above noted deficiencies and remit the \$75.00 reinspection fee payment along with a copy of this form within 30 days to:

Jefferson County Health Department
1948 Wiltshire Rd, Suite 1
Kearneysville, WV 25430

Thank you.

Sanitarian: _____ Date: _____

Received by: _____ Date: _____

APPENDIX C



TERRENCE J. REIDY
HEALTH OFFICER

MARTY L. FREEMAN
ADMINISTRATOR

1948 WILTSHIRE ROAD, SUITE 1
KEARNEYSVILLE, WV, 25430
PHONE: 304-728-8416
FAX: 304-728-3319
WWW.JCHDWV.ORG

Property Owner
Mailing Address
City, State Zip

[Date]

Dear [Recipient Name]:

CERTIFIED MAIL

On [DATE, YEAR], this office conducted a final inspection of the onsite sewage (septic) system constructed to serve a [XXX-bedroom home] located at [Property Address]. As the attached Inspection Deficiency Report indicates, an additional inspection was required to complete the approval process. To date, we have not received a request for reinspection from your septic contractor.

Please have your septic contractor schedule a reinspection within the next thirty (30) days by submitting a copy of the Inspection Deficiency Report and the \$75.00 reinspection fee to our office.

It is important that the Health Department complete inspection of your onsite sewage (septic) system so that we can issue a final approval. Approval of your onsite sewage (septic) system is required by state regulation. Failure to obtain final approval may make it more difficult to sell your property in the future or to obtain mortgage financing.

Please call if you have any questions.

Sincerely,

[Dirt Digger]
Registered Sanitarian
Jefferson County Health Department

cc: [Septic Contractor]
[Building Official]

APPENDIX D



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ADMINISTRATOR

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KEARNEYSVILLE, WV, 25430
PHONE: 304-728-8416
FAX: 304-728-3319
WWW.JCHDWV.ORG

Property Owner
Mailing Address
City, State Zip

[Date]

Dear [Recipient Name]:

CERTIFIED MAIL

On **DATE, YEAR**, this office conducted a final inspection of the onsite sewage (septic) system constructed to serve a **XXX-bedroom home** located at **Property Address**. As the attached Inspection Deficiency Report indicates, an additional inspection was required to complete the approval process.

On **DATE, YEAR**, this office sent you the attached letter asking you to have your septic contractor schedule a reinspection within thirty (30) days by submitting a copy of the Inspection Deficiency Report and the \$75.00 reinspection fee to our office. To date, we have not received a request for reinspection from your septic contractor.

Because more than sixty (60) days has elapsed since our last inspection of your onsite sewage (septic) system, we are closing your file and noting in our records that your onsite sewage (septic) system is **"UNAPPROVED"**. Should you wish to schedule a reinspection of your onsite sewage (septic) system at some time in the future, please contact us at the above address or phone number.

Please call if you have any questions.

Sincerely,

Dirt Digger

Registered Sanitarian
Jefferson County Health Department

cc: **Septic Contractor**
Building Official