

## **ENVIRONMENTAL DIVISION**

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## **Homeowners Septic Plan Review Process**

Salem County is required to follow the new septic regulations set forth by the New Jersey Department of Environmental Protection, N.J.A.C. 7:9A.

We recognize that this can be a frustrating process, so to avoid unnecessary delays, we urge you to make sure your engineer submits a complete review package to the County Health Department. If the plans are incomplete or documents missing, such as an attached survey, we will unfortunately have to deny approval until we receive the corrections.

Our goal is to review new septic plans as soon as possible, within one week of receipt of the plans.

When your plans have been reviewed and approved, the inspector will contact you at the phone number you have listed in your application. If approval is denied, your engineer will be notified by email to expedite the process.

Please be assured that the Department reviews plans in the order that they are received. The only exception is in the case of a public health issue -- for example, when a septic system is failing and raw sewage is ponding on the surface, that septic plan review will be a priority.

When your plans are approved, the County Health Department will give you two of your four sets back. They will be signed and include pertinent permit information. One set is for your records and one set is for your septic installer, along with the green cover letter. We will mail one set to your municipal construction officer. This department will keep the fourth set on file.

The construction office cannot issue a permit for work to begin on your system until approved plans are submitted. Also, you cannot get a Certificate of Occupancy from the construction official until the Environmental Division issues a final certificate of compliance.

**Please take notice that a final certificate of compliance will be issued once the system has been installed and ALL required information has been submitted to the Health Department.**

If you have any questions regarding this process, please call the Salem County Health Department's Environmental Division at 856-935-7510 extension 8448.

*Revised May 2016*