

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
OFFICE OF WASTEWATER MANAGEMENT
360 YAPHANK AVENUE, SUITE 2C
YAPHANK, NY 11980
(631) 852-5700 OR HealthWWM@suffolkcountyny.gov**

**INSTRUCTIONS FOR OBTAINING FINAL HEALTH DEPARTMENT APPROVAL OF CONSTRUCTED PROJECTS
FOR SINGLE FAMILY RESIDENCES**

It is the applicant's responsibility to ensure that the Department is contacted to perform the necessary inspections of the sewage disposal and/or water supply facilities prior to backfilling. These include inspections of sewage collection / disposal systems and water supply system components and piping, and final grading as shown on the approved plans. In certain cases inspections of the soil excavations for sewage disposal systems as well as other inspections, may be required. To schedule an inspection of the sewage disposal system and/or water supply facilities, call (631) 852-5754 before 4:00 pm one business day prior to the desired inspection date. In addition, excavation inspections must be confirmed by calling (631) 852-5700 between 8:30am and 9:30am on the day of the inspection.

Please be advised that after reviewing the requested information below, the Department may require additional site inspections including but not limited to exposing additional portions of the sanitary system, water supply, etc. for reinspection. Following satisfactory construction and inspection of the sewage disposal / sewage collection and water supply facilities, the following items are required for final approval:

1. Please submit 4 original prints of an "as-built" plan/survey of the property containing a NYS licensed Design Professional's original stamp and/or signature. Photocopies are not permitted. The as-built plan must represent the "Post-Construction" condition of the subject property. Structures shall not be labeled as "proposed" or "Under Construction". The "as-built" site plan/survey must contain the following information:
 - a. Lot location, distance to nearest cross street, lot dimensions/metes & bounds, Suffolk County Tax Map Number and if applicable, subdivision name, subdivision reference number, and lot number.
 - b. Any and all existing structures on the property including but not limited to: dwelling/building structure, driveway, sidewalk, swimming pool, fish pond, patio/deck/porch, drywells, storm drains, catch basins & all drainage structures, geothermal well, irrigation well, fuel tank, underground utilities, etc.
 - c. If served by an on-site sanitary system, all sewage disposal components on the property (septic tank(s), leaching pool(s), leaching structures, sewer piping, manhole, etc.) must be clearly depicted. If an Innovative and Alternative Wastewater Treatment System has been installed, the as-built plan must also indicate the installed locations of the control panel, electrical wiring, and remote vent piping for the system. All structures must be drawn to scale, and must be shown in their exact location with proper structure orientation. Measurements (in feet) must be shown from at least two corners of the building to the center of the access openings (manholes) of all sewage system components. Measurements to the septic tank/treatment unit must be shown to the center of the "outlet" manhole opening. Be sure to also include measurements to any manholes, cleanouts, and leaching structure access ports on site.
 - d. If served by public sewers, show the exact location of any sewer lines from the building to the street. Be sure to include the location of any bends and cleanouts provided on site.
 - e. The exact location of any and all water supply components on site must be clearly shown. If served by a private well, you must show measurements (in feet) from at least two corners of the building, to the center of the well casing. Also show the entire water lateral from the well to the building. If served by public water show all water lines in their entirety from the building to the street.
 - f. Show any site conditions that may have developed since the preliminary approval of this project that may impact the location or functioning of the sanitary system or water supply (standing water, grade change on adjacent neighbor's property, etc.)
 - g. **HAVE A CLEAR AREA AT LEAST 3"x 5" FOR THE DEPARTMENT'S APPROVAL STAMP.**

2. If any new subsurface sewage disposal system components have been installed, the applicant must submit a certificate (Form WWM-078 or equivalent) from the licensed sewage disposal installer, attesting that the system has been constructed according to the criteria of the Department. If a certificate from the installer cannot be obtained, form WWM-073 completed by a licensed architect or engineer may be submitted.
3. If a well has been installed as the potable water supply, then the applicant must submit a well water analysis completed within one (1) year by a certified laboratory, and a well driller's report completed by a licensed well driller. If the well or water quality does not conform to standards, corrective measures will be required as described in the Department's "**Private Water Systems Standards**". **Please note:** water treatment units may not be installed without prior approval of the Department.
4. If any pre-existing subsurface sewage disposal system components have been abandoned or removed, the applicant must submit a Certificate of Abandonment (Form WWM-080) from a licensed contractor, attesting that the previous system has been abandoned according to the criteria of the Department. If a certificate from the contractor cannot be obtained, form WWM-073 completed by a licensed architect or engineer may be submitted. Any well abandonment must have been performed in accordance with the NYS Department of Health requirements.
5. If public sewers are utilized, in districts operated by other than Suffolk County the applicant must submit one (1) copy of the sewer line inspection approval from the sewer district. In districts operated by Suffolk County, the applicant must contact the Suffolk County Department of Public Works to ensure that all inspections and S-9 Form requirements are approved.
6. If public water is utilized, and a new water main tap has been installed, a tap letter or equivalent from the appropriate water district indicating that the water service installation has been completed to the dwelling. If any seasonal water lines for a cabana, etc. have been installed, provide a written statement from both the plumber and the homeowner. The plumber must state that the seasonal water line has been provided with the proper valves and blow-off to facilitate winterization. The homeowner must state that it is acknowledged that the seasonal water line must be winterized to prevent freezing.
7. In certain cases, the applicant will be required to submit a certification from a licensed design professional, attesting that all components of the sewage disposal system, retaining wall, sewage pump station, etc. have been properly inspected and constructed according to the approved plans and permit conditions. Refer to "**Certification of Constructed Works**" (Form WWM-073). Other documents may be required as indicated on the permit to construct, and on the Permit Conditions (Form WWM-058) attached to your original permit to construct. Additional information may also be required after review of the documents requested on this form.
8. If an Innovative and Alternative Onsite Wastewater Treatment System (I/A OWTS) has been installed, submit a copy of the signed Operations and Maintenance agreement with the licensed O&M provider, as well as a completed Application to Register an I/A OWTS (Form WWM-304).

For a list of specific items required for Final Approval of a certain project, applicants should refer to the Permit Conditions (Form WWM-058) issued with their stamped approved plans at the time of Approval to Construct.

Copies of all forms are available from the Department or at www.suffolkcountyny.gov

**THE HEALTH DEPARTMENT PERMIT REFERENCE NUMBER AND TAX MAP NUMBER
MUST BE ON ALL CORRESPONDENCE OR DOCUMENTS SUBMITTED.**

PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED AND ALL SIGNATURES MUST BE ORIGINAL