



## SEWAGE HOLDING TANK APPLICATION PACKET

San Bernardino County regulates the use and proposed use of sewage holding tanks (SHT) in unincorporated County areas. An individual must obtain a Design Approval from Environmental Health Services (EHS) prior to obtaining a building permit from Land Use Services Division of Building and Safety (BNS) and Annual Operating Permit from Environmental Health Services (EHS).

**NOTE:** Sewage holding tanks will only receive a Design Approval when the property is determined to be unsuitable for an onsite wastewater treatment system (OWTS). Documentation must be provided to EHS to show that an OWTS is unsuitable (i.e. percolation report or other documentation as requested by EHS).

### DESIGN APPROVAL

A Design Approval is issued for the purpose of obtaining a building permit for a SHT as the proposed means of sewage disposal. This Design Approval is issued by EHS and valid for the construction period only. After the SHT is installed, an Annual Operating Permit must be obtained from EHS prior to BNS final. To obtain a Design Approval, provide the following items::

1. Sewage Holding Tank Application (page 3).
2. Property Owner Agreement (page 4).
3. Sewering Entity and the Property Owner Agreement completed and signed by the sewer entity (page 5).
4. A site map showing the location of the SHT (page 7) or attach a drawn to scale copy of plans showing the location of the SHT. The site map must indicate:
  - The location of the well, neighboring wells, all structures, property lines, proposed SHT, as well as any water and sewer lines with dimensions
  - The size, capacity, and material of the proposed SHT
  - Available space for a septic pumper truck, distance to pumping manhole, and the difference in elevation between the bottom of the tank and grade level of septic pumper truck parking space
5. A copy of a valid contract with a septic pumping company

Bring or mail the application and Design Approval Permit fees to:

Environmental Health Services  
385 N. Arrowhead Ave., 2nd Floor  
San Bernardino, CA 92415-0160

The applicant must obtain a building permit from BNS, after the SHT Design Approval Permit from EHS is issued. **A FINAL INSPECTION CARD WILL NOT BE ISSUED FROM BNS UNTIL AN ANNUAL OPERATING PERMIT FROM EHS IS OBTAINED.**

Notify EHS when installation of the SHT is completed and/or if there has been a change of ownership. Design Approvals are not transferable. **LATE FEES MAY BE ASSESSED.**

Please contact 800-442-2283 for more information or questions.

## GUIDELINES FOR DESIGN AND INSTALLATION OF SEWAGE HOLDING TANKS

SHT are permitted for construction within the boundaries and/or spheres of influence of some sewerage entities. This section lists basic information for the manufacturing and installation of a SHT. BNS is ultimately responsible for the approval of SHT construction details. Contact BNS for additional information.

### TANK AND DESIGN CRITERIA

The design and details of construction of each SHT must be submitted to BNS for approval prior to fabrication and installation.

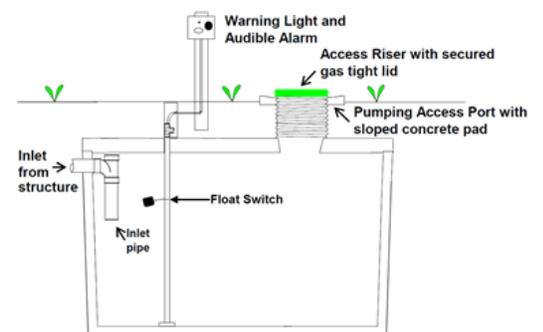
1. Structural design and coating criteria must be the same as that shown in the California Plumbing Code for a septic tank of the same size, including appropriate product standards.
2. The SHT must:
  - Have a minimum capacity of 2,000 U.S. gallons for a new dwelling.
  - Be without baffles or partitions.
  - Be equipped with at least one water and gas tight access extended to or slightly above finish grade. Access must be at least 20" in diameter, be lockable when closed, and located in the inlet of the tank.
  - Have an electric alarm system installed in each tank that will indicate when the tank is approximately 75% filled. All equipment must be located so as not to interfere with pumping or be subject to mechanical damage and must be accessible for repairs and adjustments.
3. For installation of a SHT for an existing structure, requirements may be modified on a case-by-case basis when an applicant provides sufficient justification to EHS. EHS and BNS must approve the proposal.

### INSTALLATION

Unless a San Bernardino County approved prefabricated unit is used, BNS must inspect the SHT during the construction process.

1. Tanks must be at least 5 feet from property lines, structures, and water lines.
2. Tanks must be within 75 feet of the pumper parking area and no more than 20 feet below the pumper parking area measured from grade level to the tank bottom.
3. Tanks should be located to make the connection to the sewer, when it becomes available, as easy as possible but without running the sewer over the abandoned tank.
4. Each tank must be filled with clean water to inspect for leaks and operation of the alarm system.
5. The alarm system must be installed on a separate electrical circuit. Each installation must have an electrical disconnect within sight of the tank.
6. High level alarm indicators must be located in the kitchen or bathroom.
7. Plumbing fixtures connected to the SHT must be the same as those used with conventional sewer systems, and water saving faucets must be used.
8. The surface adjacent to the manhole must be impervious to sewage and sloped so any spilled sewage and/or associated wash down water will drain back into the holding tank.
9. All residential and commercial hose bibs must be equipped with anti-siphon prevention devices.

Figure 1. Longitudinal-Section of Typical Holding Tank Sewage System.





## SEWAGE HOLDING TANK APPLICATION

OWNER INFORMATION				
Name of Owner:			Phone Number:	
Address:		City:	State:	Zip:
Mailing Address:		City:	State:	Zip:
Email:				
LOCATION OF HOLDING TANK				
Site Address:		City:	State:	Zip:
Lot and Tract Numbers:			APN:	
Sewering Entity or District:				
NOTE: ATTACH A MAP SHOWING THE LOCATION AND ACCESS POINTS FOR LAND.				
<b>Electronic Signature Only:</b> By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.				
Signature:			Date:	
Print Name:			Title:	
Representative Name:			Phone:	
Name of Previous Home Owner:				
For Office Use Only				
Fee:	Late Fee: Y N	FA Number:	Record ID:	PE Number:
Designated Employee:		Received By:		Date:
Application:		Sewering Entity Agreement:		
Fees Paid:		Property Owner Agreement:		
Reviewed By:		Pumper Contract:		
Notes:				



## PROPERTY OWNER AGREEMENT

### AGREEMENT TERMS

Property owner agrees to the following:

- a) All sewage of the property must be discharged to the sewage holding tank.
- b) A written contract with a licensed septic tank pumper must be in effect at all times to service the sewage holding tank on a regularly scheduled basis as per Section 33.0878 of San Bernardino County Code. A signed copy must be submitted as an attachment to this application.
- c) In the event the contract with the septic tank pumper is terminated, the property owner must immediately obtain another contract to achieve compliance with San Bernardino County code and notify EHS.
- d) EHS or the appropriate agency may render services necessary, at the owner's expense, to eliminate any hazardous conditions created by the sewage holding tank which the property owner has failed to correct.
- e) The appropriate Regional Water Quality Control Board may adopt rules or regulations that would prohibit or curtail the use of holding tanks, thereby rendering the property unavailable for occupancy. If such action is taken by any agency outside the control of San Bernardino County, the county must be held harmless from the results of such action.
- f) As soon as a sanitary sewer is available for service to the property, the property owner is required to connect to said sanitary sewer and abandon the sewage holding tank in accordance with the provisions of Section 33.0879 of San Bernardino County Code.
- g) If the property is sold, the new property owner must obtain a new permit and must be given written notice of the permit conditions to be completed prior to occupancy of the property.

I, the undersigned, have read and understand items (a) through (g) of this permit application and must comply fully with each of these items. I also understand that additional conditions may be imposed by the sewerage entity, the Division of Building and Safety, and Environmental Health Services prior to issuance of the permit. Upon acknowledgment of these conditions I must be bound by them as well. With this understanding, I do freely enter into this agreement on the date listed below.

Property Owner Signature:

Date:

Print Name:

Title:



## AGREEMENT BETWEEN SEWERING ENTITY AND PROPERTY OWNER

APPLICANT INFORMATION			
Applicant:		Email:	
Property Address:		City:	State: Zip:
AGREEMENT TERMS			
The Sewering Entity for the property referenced above, agrees to the following:			
<ol style="list-style-type: none"> <li>1) The property is within the sewerage entity's boundaries or sphere of influence. If the property is not within the sphere of influence of a sewerage entity, the property must meet the conditions as set forth in Section 33.0873 (a) of San Bernardino County code.</li> <li>2) The sewerage entity is authorized to hold any bond required pursuant to Section 33.0876 of San Bernardino County code, and to utilize the bond to render services necessary to eliminate any hazardous condition created by the applicant's sewage holding tank.</li> <li>3) The number of sewage holding tanks permitted by the district or sewerage entity is not exceeded by the addition of the applicant's proposed sewage holding tank.</li> </ol>			
SEWERING ENTITY OR AUTHORIZED AGENCY SIGNATURE			
Signature of Sewering Entity or Authorized Agent:			Date:
Print Name:		Title:	
ADDITIONAL CONDITIONS			
The following additional conditions are deemed necessary for issuance of a permit to construct and/or operate a sewage holding tank: (Use additional pages if necessary).			
The governing Sewering Entity must complete this form. Return this form to EHS along with the remaining forms in the packet for review and issuance of a sewage holding tank permit.			



## AGREEMENT BETWEEN BIG BEAR AREA REGIONAL WASTEWATER AGENCY AND PROPERTY OWNER

APPLICANT INFORMATION			
Applicant:		Email:	
Property Address:	City:	State:	Zip:
BIG BEAR AREA REGIONAL WASTEWATER AGENCY (BBARWA)			
The Sewering Entity for the property referenced above, agrees to the following:			
<ol style="list-style-type: none"> <li>1) The property is within the Sewering Entity's boundaries or "sphere of influence." If the property is not within the sphere of influence of a Sewering Entity, the property must meet the conditions as set forth in Section 33.0873 (a) of San Bernardino County Code.</li> <li>2) The Sewering Entity is authorized to hold any bond required pursuant to Section 33.0876 of San Bernardino County Code, and to utilize the bond to render services necessary to eliminate any hazardous condition created by the applicant's sewage holding tank.</li> <li>3) The number of sewage holding tanks permitted by the district or sewerage entity is not exceeded by the addition of the applicant's proposed sewage holding tank.</li> </ol>			
SEWERING ENTITY OR AUTHORIZED AGENCY SIGNATURE			
Signature of Sewering Entity or Authorized Agent:			Date:
Print Name:		Title:	
ADDITIONAL CONDITIONS			
The following additional conditions are deemed necessary for issuance of a permit to construct and/or operate a SHT: (use additional pages, if necessary).			
The governing Sewering Entity must complete this form. Return this form to EHS along with the remaining forms in the packet for review and issuance of a sewage holding tank permit.			



### MAP LOCATION OF HOLDING TANK

Sketch a map in the space below showing access to the location of the holding tank property. Please start with well-known streets or roads and indicate landmarks and any other details.

Also, show the location of the SHT and provide distances from the SHT to:

- The house,
- Property lines,
- Your well, and
- Any neighboring wells.

1 Square = 10ft.

5 Squares = 50ft.

7 ½ Squares = 75ft.

10 Squares = 100ft.