1. **Application** – Fill out an application and bring it back to the main office. At that time payment will be collected. From the day of completion of the application the applicant will have one year to date to complete the project.

2. **Soil Profile** – A soil profile must be obtained by the sanitarian before construction can start. A hole must be dug 4 feet deep for a lateral field and 5 feet deep, or to the rock base for a lagoon. Applicant must notify sanitarian 2 working days before the hole is to be dug. The contractor does not have to be present for the inspection.

3. **Construction Approval** – Construction approval is granted after the system to be installed has been approved by the sanitarian.

4. **Completion** - Notify the office or the sanitarian when the construction of the system is complete. Lateral fields and septic tanks must be inspected before they are covered. Lagoons are to be inspected after fence is built and the berm has been seeded, this is required to be approved and to code.

5. **Permit Issuance** - After the Greenwood County Codes for wastewater systems have been met and approved, a “Permit for Use” will be granted. The system cannot be used before this permit is issued.

 **Reminder:** A system installed after January 1, 1999, without Greenwood County approval is in violation of the Greenwood County Sanitation Code and the State of Kansas Department of Health and Environment K.A.R. 28-5-6. K.A.R. 28-5-6 stipulates that all domestic wastewater shall be discharged into an approved sewage system. Unauthorized systems may be declared a health hazard, a public nuisance, or found to be in violation of other State and Federal regulations governing water pollution and wastewater disposal.

Revised 09-21-17
GREENWOOD COUNTY LEPP
510 S. Jefferson
Eureka, Kansas 67045
Office: (620) 583-8111   Fax: (620) 583-8113

Permit Fee

Permit No.
Code Book & Process

PERMIT APPLICATION

New Construction  Re-Construct
Septic System  Waste Stabilization Pond

Name
Mailing Address
City-State-Zip
Telephone No.
Address - Proposed Location

Brief directions to Property

Property legal description:
Lot No: ___________ Block ___________
Subdivision ___________ 1/4 ___________ 1/4 Section ___________

1/4 1/4 1/4 Section

Township ___________ South, Range ___________ East

Greenwood County, Kansas
Type of occupancy ___________ Proposed completion date ___________
Lot size: ___________ Acres Nearest public sewer ___________ ft. Nearest public
water ___________ ft.

Number bedrooms ___________ Proposed contractor ___________ City ___________
Number people ___________ Average depth to rock ___________ ft. Dept to water ___________ ft.

Please Sketch existing and proposed buildings. Sewage
and water well systems and any other pertinent information

(indicate Distance)

Percolation Test Results: ___________ minutes

Variance to Code Required:  Yes ___  No ___

Proposed Laundry Waste:  Septic ___  Other ___

Explain Other ___

Distance of Proposed sewerage facility to Nearest:
Property Line ___________ ft. Other Dwellings ___________ ft.
Water Line ___________ ft.
Water Well ___________ ft. Surface Water ___________ ft.

Is proposed sewage facility downslope from
nearest well?  Yes ___  No ___

I hereby certify the above information to be true and correct to the best
of my knowledge. I further certify that if the application is approved
that the facility will be constructed and operated in accordance with the
requirements of Health Officer and Sanitary Code for Greenwood County,

Signed: ______________________ Date ___________

Attach percolation test data if required and any other pertinent
WASTEWATER FEE SCHEDULE

Single Family Residences & Dwellings

PERMITS

Waste Stabilization Pond------------------------------------------- $70.00
  Includes three inspections

Septic System------------------------------------------------------ $50.00
  Includes two inspections

Other Systems------------------------------------------------------ $50.00
  Includes two inspections

Evaluations-------------------------------------------------------- $65.00
  Includes one inspection

Reconstruction/Repair & Lagoon clean-out------------------------- $50.00
  Includes two inspections

Additional Inspections-------------------------------------------- $20.00
  each inspection required