



## Individual Sewage Disposal System Permit Procedure List

### Application and Fees

An Individual Sewage Disposal System (ISDS) permit is required to construct or repair a septic system. Application fees are \$150 (new systems), \$125 (repair) or \$25 (privy) for the permit by Cheyenne County Public Health in conjunction with the Land Use Department. A fee of \$150 for the perk test and initial site analysis is also required, if Cheyenne County is requested to complete this portion of the process. It should be noted that a registered engineer can complete the perk test and initial site analysis, and the results submit to Cheyenne County Land Use for review prior to issuance of the final permit. Fill out the application in full, return the application with check payable to Cheyenne County.

### Site Evaluation

A site evaluation needs to be performed to determine the suitability of the site and the minimum size of the septic system. A site evaluation can be performed by a Colorado Registered Professional Engineer. The following conditions require a system to be designed by a Colorado Registered Professional Engineer and then submitted to Cheyenne County:

- System installed in areas with seasonal high ground water less than 4 feet below the soil surface.
  - System that disposes effluent into state waters or upon the ground.
  - System which service commercial, business, institutions, industry or multi-family dwellings.
1. Schedule a Percolation Test with a Colorado Registered Professional Engineer and have the engineer send the result to Cheyenne County.
  2. Percolation Holes: Applicants shall dig 3 holes 4" to 12" in diameter (preferably 6") to depth of 30" to 36" deep in the area of the proposed absorption area, space the hole 30 feet apart to provide the best site evaluation. Scratch the bottom and sides of the holes with a knife or sharp-pointed instrument and remove all loose material from each hole. Add 2" of course sand to fine gravel to the bottom of each hole to protect it from scouring and sediment. \*\* Each test hole needs to be pre-soaked with water to a level of at least 14" in depth for 8 hours, but not more than 24 hours, before the scheduled test time. \*\* Approximately 50 gallons of water must be provided at the site when the percolation test is conducted. It must be easily accessible (a hose or open container). NOTE: omission of the preceding steps frequently causes percolation tests to fail; a retest requires payment of an additional fee.
  3. Test Pit: Applicants will excavate a pit at least 8 feet deep or to bedrock, whichever is less. The pit must be at least 6 feet long and 3 feet wide, with 2 adjacent walls sloped at 34 degrees for safe entry (OSHA requirement). The pit must be located in the area of the proposed absorption field. \*\* Any other excavation meeting the above requirements, and is located in the area may be used as a test pit (basements, septic tank hole, etc). If the results of your percolation test fit within the guidelines of the Cheyenne County Septic System Regulations, construction of the septic system may begin. Your system shall meet all requirements listed in the Individual Sewage Disposal System Regulations. \*\* Before starting construction please consult to Table II Minimum Distance between Sewage Systems and Pertinent Ground Features. NOTE: These are minimum distances, it is recommended that you add half the minimum to the distance as a buffer. These regulations are the minimum standard set by the State of Colorado Department of Public Health and Environment in 1994.
  4. A final septic system inspection must be conducted by a representative/engineer before the system can be back filled. If the system is back filled before inspection, you will be required to uncover the system before a permit is granted.
  5. If you are installing your own septic system, please carefully read the regulations. Please follow all regulations, those failing to do so may be subject to penalties under Section 25-10-112, CRS.