



Addition/Remodel Application

Please fill out the following application so that we may better serve you in this process.

Property Owner Name: _____

Property Address: _____

City: _____ State: _____ Zip: _____ Township: _____

Phone: _____ Email: _____

Requestors Name: _____

Requestors Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

How would you like the letter sent? Requestor email OR Owner email OR Requestor USPS mail
 Pick up at health district Other _____

What type and size of addition/remodel is being proposed? (e.g., addition to existing building, deck, fence, accessory building)

What are the utilities for the property?

Private water system (e.g. well) OR Public water supply (e.g. Del-Co Water)
 Private sewage system (e.g. septic) OR Public sewer system (e.g. city sewer)

If you answer yes to any of the items below, please ask to speak to a Registered Environmental Health Specialist (REHS/SIT).

1. Did the property in question receive its final sewage permit approval within the last year or does it currently have an open permit?

Yes (Please ask to speak to an REHS/SIT) No

2. Is the only proposed addition to the property a fence?

Yes (Please ask to speak to an REHS/SIT) No

3. Will the project be connecting to an existing septic system? (e.g., Replacement homes, outbuildings with bathrooms, etc.)

Yes (Please ask to speak to an REHS/SIT) No



4. Will the addition, accessory building, etc. include a bedroom or a room that may be classified as such (70 sq. ft minimum, egress window, and closet)?

Yes (Please ask to speak to an REHS/SIT) No

Please provide a sketch plan on a separate sheet of paper or sketch the addition/remodel below:

Please have the area for the addition/remodel flagged or marked in some way on the site.

A \$200 fee is due at the time of the submittal of this application. Typical turnaround time for the addition/remodel process is **7 business days**. Approval letters will expire 1 year after issuance.

Please let the office know if the owner and/or requestor would like to be onsite during the inspection. All points of inspection are done outside of the home. A reinspection fee may be assessed for reasons, including, but not limited to, relocating projects, the site is not properly marked, and/or unable to access septic system (gates). The inspector may, at their discretion, request the hiring of a service provider at the expense of the owner/requestor if the septic system cannot be located.

I agree that I have read the above and submit my fee accordingly.

Signature: _____ **Date:** _____

-----OFFICE USE ONLY-----

Receipt #: _____ Receipt Date: _____ Received by: _____
 AOR #: _____ Date: _____ Variance Requested? _____