



**JOHNSON COUNTY PUBLIC HEALTH**  
 855 S. Dubuque Street Suite 217, Iowa City, Iowa 52240  
 (319) 356-6040      www.johnson-county.com

**PERMIT  
NUMBER:**

PRIVATE SEWAGE DISPOSAL SYSTEM

**OPERATION PERMIT**

**APPLICATION/RENEWAL**

**Fee Due:  
\$35.00**

*An Operation Permit is required for private sewage disposal systems that incorporate the discharge of treated effluent in their design. **The non-transferable permit is valid for ONE YEAR & must be renewed annually on April 1<sup>st</sup>.***

**APPLICANT INFORMATION**

CONTACT PERSON:	PHONE:
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MAILING ADDRESS:

SITE ADDRESS:

TOWNSHIP:	PARCEL #:
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**SYSTEM INFORMATION**

TO BE COMPLETED BY PROPERTY OWNER

<b>System Type:</b> <input type="checkbox"/> Sand Filter <input type="checkbox"/> Peat Filter <input type="checkbox"/> AdvanTex <input type="checkbox"/> Multi Flo <input type="checkbox"/> Other: _____	<b>Discharge Location:</b> <input type="checkbox"/> Ground Surface <input type="checkbox"/> Field Tile <input type="checkbox"/> Surface Water
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**Maintenance Contract Provider (if applicable):**

<b>Was the septic tank pumped within the last 3 years?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Is the pump or dosing siphon properly functioning?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>Was the effluent filter cleaned within the last year?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<b>Are the alarm and control panel functioning properly?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>Are wet spots, septic odors, or leakages observed near the system?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Does the system discharge water, or is there evidence of discharge?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

**Additional Observations or Comments:**

**REQUIREMENTS**

All discharges from private sewage disposal systems which are discharged into, or have the potential to reach, any designated waters of the state or subsurface drainage tile shall be treated in a manner that will conform with the requirements of NPDES General Permit No. 4 issued by the Department of Natural Resources, as reference in 567—Chapter 64. Prior to the use of any system discharging to designated waters of the state or a subsurface drainage tile, a Notice of Intent to be covered by the NPDES General Permit No. 4 shall be submitted to the department. Systems covered by the NPDES General Permit No. 4 must meet all applicable requirements listed in the permit, including effluent sampling and monitoring. A copy of effluent sampling results shall be provided to Johnson County Public Health as an attachment to this application.

All private sewage disposal systems that discharge above the ground surface shall be annually inspected to ensure proper operation. Private sewage disposal systems that require a maintenance contract shall be inspected by a manufacturer's certified technician or person demonstrating knowledge of the system in accordance with the manufacturer's standards. Private sewage disposal systems that do not require a maintenance contract shall be visually inspected by a person with knowledge of the system for any malfunction and shall have the septic tank opened, inspected, and pumped if needed. A record of the inspection and any tank pumping shall be maintained and be made available to the administrative authority upon request.

***I certify that, to the best of my knowledge, the information submitted with this application is correct and I agree to adhere to requirements of the Johnson County Operation Permit.***

OWNER / APPLICANT SIGNATURE:	DATE:
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APPROVED BY (REPRESENTING JOHNSON COUNTY PUBLIC HEALTH):	DATE:
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TYPE OF PERMIT	FEE
<u>NEW CONSTRUCTION PERMIT</u> : An application to construct a new private sewage disposal system must be submitted to Johnson County Public Health and approved prior to construction of the system.	\$300.00
<u>ALTERATION PERMIT</u> : An alteration permit is required prior to conducting any change that affects the treatment or disposal of the waste, including replacement of the primary or secondary components, or a change in the design of a private sewage disposal system from the design that was originally installed and approved by the administrative authority.	\$175.00
<u>PERMIT EXTENSION</u> : A permit to construct or alter a private sewage disposal system shall expire one year from the issue date. An extension may be granted for no more than one year past the original permit expiration date.	\$50.00
<u>COMMERCIAL/INDUSTRIAL USE PERMIT</u> : A use permit is a renewable and revocable permit to operate and maintain a private sewage disposal system that serves a property or properties zoned for commercial or industrial use.	\$25.00 ANNUAL FEE DUE UPON RENEWAL APRIL 1ST
<p><b><u>OPERATION PERMIT</u>: An operation permit is a renewable and revocable permit to operate and maintain a private sewage disposal system that incorporates the discharge of treated effluent in its design.</b></p> <p><b>NOTE : THE STATE OF IOWA ALSO REQUIRES THAT ALL DISCHARGES FROM PRIVATE SEWAGE DISPOSAL SYSTEMS WHICH ARE DISCHARGED INTO, OR HAVE THE POTENTIAL TO REACH, ANY DESIGNATED WATERS OF THE STATE OR SUBSURFACE DRAINAGE TILE SHALL BE TREATED IN A MANNER THAT WILL CONFORM WITH THE REQUIREMENTS OF NPDES GENERAL PERMIT No. 4 ISSUED BY THE DEPARTMENT OF NATURAL RESOURCES, AS REFERENCE IN 567—CHAPTER 64. PRIOR TO THE USE OF ANY SYSTEM DISCHARGING TO DESIGNATED WATERS OF THE STATE OR A SUBSURFACE DRAINAGE TILE, A NOTICE OF INTENT TO BE COVERED BY THE NPDES GENERAL PERMIT No. 4 SHALL BE SUBMITTED TO THE DEPARTMENT. SYSTEMS COVERED BY THIS PERMIT MUST MEET ALL APPLICABLE REQUIREMENTS LISTED IN THE PERMIT, INCLUDING EFFLUENT SAMPLING AND MONITORING.</b></p>	<p><b>\$35.00</b> <b>ANNUAL FEE DUE</b> <b>UPON RENEWAL</b> <b>APRIL 1ST</b></p>
<u>PENALTY FEE FOR INSTALLATION WITHOUT A PERMIT</u> : It is the responsibility of the person who constructs or alters a private sewage disposal system to ensure that a permit has been issued prior to commencement of work. A penalty may be assessed to the person constructing or altering a private sewage disposal system before a permit has been issued.	100% OF APPLICATION FEE

PERMIT	FEE PAID
New Construction Permit \$300.00	
Alteration Permit \$175.00	
Permit Extension \$50.00	
Commercial/ Industrial Use Permit \$25.00 due April 1st	
<b>Operation Permit \$35.00 due April 1st</b>	
Penalty Fee 100% of application fee	
<b>TOTAL PAID</b>	