

# How to obtain an On Site Sewage Facility (OSSF) Permit in Mason County

\*Remove and Retain this page prior to returning the application to the Mason County Designated Representative.\*

A permit is required for ALL new installations and major repairs of existing OSSF.

Single Family Residential Fee: \$210.00

All other type systems: \$410.00 (Commercial, multi-family dwellings, etc)

Re-inspection Fee ---- ½ of Permit Fee

**Make all checks payable to Mason County.**

**ALL FEES ARE NON-REFUNDABLE AND SHALL BE PAID BY PERSONAL CHECK, CASHIERS CHECK, OR MONEY ORDER. NO CASH WILL BE ACCEPTED.**

If you have any questions about the permit process, site location, major repairs or installation problems, please contact the Mason County Designated Representative. A few questions before or during the installation of the OSSF, can save a lot of headaches.

1. Obtain OSSF Application Forms, from the Mason County Designated Representative (DR).
2. Have the appropriate individual, (usually the Installer), complete all applicable forms.
3. Submit all completed forms, along with the appropriate fee, to the Mason County DR.
4. The application and plans, will be reviewed by the Mason County DR.
5. Upon approval of the application and plans, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issue.
6. Begin construction. An inspection of the installation is required **BEFORE** covering of the system. Contact the Mason County DR at least 5 working days in advance, to arrange an inspection.
7. After a successful inspection, a Notice of Approval will be issued to the owner within approximately 5 working days.
8. **NOTE:** A re-inspection fee equal to ½ of the permit amount, must be paid by the Installer, or the homeowner if the homeowner installs the OSSF themselves, for each time the system must be re-inspected. All fees must be paid before a Notice of Approval will be issued.