



Private Wastewater Systems – Permit Process

1. Contact the City-Cowley County Health Department

In unincorporated areas of Cowley County, the installation of a new wastewater system or the replacement of a failing wastewater system begins by obtaining a *Private Wastewater System Permit*.

The permitting process helps to protect Kansas aquifers & surface waters by ensuring that private wastewater systems are properly installed and will effectively treat effluent before it enters the watershed.

In Cowley County, newly constructed homes require a minimum lot size of two (2) acres for the installation of a septic system and five (5) acres for a wastewater stabilization pond (lagoon) system.

A permit application can be obtained by contacting the City-Cowley County Health Department. The permit allows for the construction of a new system or the replacement of part or all of a failing system. Staff from the Health Department will assist in the sizing and placement of the system by performing a site review and soils survey. A permit fee is required and must accompany the fully completed application that is signed by the property owner.

2. Select a contractor

The Health Department maintains a list of local contractors that regularly install wastewater systems in Cowley County. Contact information for the owner and contractor are requirements of the permit.

3. Submit the Permit Application and Fee Payment

Once the application is received, it is reviewed and the property owner information is confirmed. A site visit can be arranged by the property owner or contractor. The initial visit will assess the separation requirements and identify possible problems that may arise from installing the system.

In the case of septic system installation or repair, the contractor will need to open a test hole three (3) feet wide by five (5) feet deep for the extraction of a soil sample. Information obtained through the soil analysis along with the size and use of the structure will be used to determine the size of the absorption field (lateral field).

4. Install the system

After you have received your approved permit, work with the contractor to install the system.

5. Contact the Health Department when installation is complete

Staff will conduct a final inspection to ensure that the system was correctly installed to prescribed requirements and issue a *Permit to Operate*.

**For more information, contact the Environmental Health Specialist
at (620) 221-1430**