



Private Wastewater Systems – Permit Process

1. Contact the City-Cowley County Health Department:

In unincorporated areas of Cowley County, 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 insure the protection of Kansas aquifers and surface waters by ensuring that private wastewater systems are properly installed to effectively treat effluent before it enters the watershed. In Cowley County, newly constructed homes require a minimum lot size of two (2) acres for installation of a septic system and five (5) acres for a waste 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 or 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) foot wide and five (5) foot 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 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