



Town of Carlisle  
Office of  
BOARD OF HEALTH  
66 Westford Street  
Carlisle, MA 01741

Tel.: (978) 369-0283  
Fax: (978) 369-4521

## A GUIDE TO OBTAINING SEPTIC PERMITS

Disposal System Construction Permits for new and replacement septic systems follow the same procedures (see Supplementary Sewage Disposal Regulations). Copies of the local septic system regulations are available for \$2.00 at the Board of Health Office and online.

**Soil Testing** –Testing is conducted on Wednesdays. A Board of Health representative must witness testing. Applications are available online. Appointments must be made through the Board of Health Office. A pre-payment of \$500 is required to confirm the appointment. This fee covers up to three hours of the consultant’s time. A \$210 pre-payment is required for additional testing dates for the same property, up to one hour. Additional costs will be billed at the hourly engineering rate. Most systems require two percolation tests and four test pits (two in the primary and two in the reserve). These tests are conducted year-round. A test location plan or sewage disposal plan must be submitted along with the required soil logs within 60 days of the testing.

**Plans** – Two copies of the proposed plan, and a pdf, must be submitted to the Board of Health along with the standard DEP application form 1 – Application for DSCP and fee. A floor plan must be submitted when replacing a failed system or enlarging a system. The filing fee (\$1150 for standard technology and innovative alternative technology) includes up to three inspections as the system is being installed. Additional fees will be required for plan revisions, waivers and extra inspections. A certified Professional Engineer or Registered Sanitarian must prepare the plans. The Board’s engineering consultant reviews the plan and makes recommendations. The Board’s agent is authorized to approve plans that are in full compliance. Plans are reviewed in the order of the date filed. The first review is typically completed within 14 days. Upon approval, two additional copies are needed (three if new for a well).

The Board will consider local upgrade approval waivers in accordance with Title 5’s maximum feasible compliance criteria for repairs and voluntary upgrades. A public hearing before the Board is required for designs needing waivers. Abutters within 100 feet of the property must be notified by certified mail at least 10 days prior to the hearing date. A certified abutter’s list must be obtained from the Assessor’s Department.

**Construction Permit** - Upon approval of the plan, a septic permit will be issued along with a letter of instructions. The Board does not allow installations during the months of December, January or February unless there is a public health emergency. The

applicant must pick up the signed plans and permit from the Board of Health Office. The installer is also required to pick up a copy of the plan.

**Inspections** - Three inspections are normally required: bottom of the bed before any stone or fill is placed, installation of all components with an installation as-built approved by the Board's consultant prior to backfilling. The third is the final grade inspection and submission of a final grade as-built. Additional inspections may be required at the discretion of the inspector. An additional fee will be charged beyond three.

**Certificate of Compliance (COC)** - Following approval of the installation work and prior to its issuance, the applicant arranges for the installer, design engineer and the inspector to sign the Certificate of Compliance. This is the legal record that the system has been installed according to all local and state regulations. The completed COC should be picked up in the office by the applicant.

**Release for Occupancy** - for new construction the final Board of Health sign-off requires a Certificate of Compliance for the system, water analysis within the prior 12 months and pump test, verification of well head height (18" min) following final grading, and the payment of any additional fees. When all of the conditions have been satisfied, a Board of Health release will be sent to the Building Inspector.

**Tax Credit** - An owner of a principal residence requiring the upgrade of a failed septic system may be eligible for a state tax credit of up to \$6000 in costs. Information is available on the state tax form

## **ADDITIONS**

The Board's agent reviews building applications for additions or renovations in order to determine whether there will be an increase in flow to the system or an expansion of the foundation that will impact the system. Title 5 defines an increase in flow as when the proposed addition (bedroom, change in use, or when the total number of rooms divided by half and rounded down in dwellings of greater than eight rooms) exceeds the septic capacity of gallons per day per bedroom. The applicant needs to provide existing and proposed floor plans with room measurements, septic or site plan with as-built septic location, and septic tank pump-out report (valid up to one year prior to application).

**Options:**

- Increase in flow with adequate system capacity - Title 5 Inspection to show system in good working condition.
- Increase in flow with inadequate septic capacity - (1) upgrade system or (2) record deed restriction limiting number of bedrooms to septic capacity (requires Board approval). A passing Title 5 is required.
- Expansion of foundation - show that proposed foundation footprint complies with required setbacks to all system components.

A Board of Health review of the project may be required at the agent's discretion. Once a project is reviewed and approved, a letter will be issued to the Building Inspector (copy to the applicant) stating that all Title 5 issues have been satisfied.

**Underground Oil Tanks (UST) Permit** - Applications for a new underground tank made of either double-walled steel or fiberglass with an interstitial monitoring device are available at the Board's office, along with the Town of Carlisle Petroleum Storage Regulations (\$2.00). Forms are also online. Applicant must present a site plan, tank and monitoring specifications, and an installation plan for approval.

**Well and Pump Permits** - Ralph Metivier, Pump and Well Inspector: (978) 318-6959. Installations must comply with Town of Carlisle Water Supply Regulations. Applications for a new or replacement well, pump installation or repair should be submitted to the Board's inspector. The inspector should be notified 48 hours in advance of any inspection. Emergency repairs can be done immediately once the inspector has been contacted. For a replacement well, owner must submit a plan to the Health Dept. verifying that adjacent septic locations have been checked at the Board of Health Office and the proposed location meets the 100' setback required prior to drilling the well. Every new well regardless of purpose (irrigation, fire) requires a permit from the Board of Health and location approval.

**PROPERTY TRANSFERS**

**Water Test** - a basic water quality test (valid up to one year) must be provided to a new owner prior to signing a P&S. A copy must be provided to the Board. For properties located in Zoning District A (town center), the analysis must include testing for Volatile Organic Compounds.

**Title 5 Inspections** - Inspections are required upon the transfer of property or an increase in flow to the system. An inspection is valid for two years, three years if the system is pumped annually around the date of the initial inspection. Sellers are required to provide copies to potential buyers. DEP maintains a list of state certified inspectors. Inspectors must file a copy of the inspection with the Board of Health within 30 days. Voluntary Assessments are not reported to the Board of Health. Systems are graded as passed, failed, conditional, or requiring further evaluation. A failed system must be replaced within two years unless a shorter period is set by the Board of Health. A conditional pass should be corrected as soon as possible.

**GENERAL INFORMATION**

**Licenses and Permits** - Application should be made to the Board for the following licenses: Septic System Installer (annual examination required if work in Carlisle was not done during the prior two years), Septage Haulers, and Well Pump Installers. The Board issues Food Service Establishment Permits annually. Commercial establishments are inspected a minimum of two times a year. All other facilities are inspected annually. Out-of-town caterers must submit a copy of a valid permit to the Board of Health prior to the event. The Board also issues Camp Licenses, semi-public Pool Permits and Barn Permits.

**FEES**

<b>Soil Testing</b>	\$500 prepayment and \$210 for each additional testing date per lot	<b>Well/Pump Permits</b> <b>Repair Permit</b>	\$345 \$50
<b>Sewage Disposal Plans</b>	\$1150	<b>Geothermal Permits (1-5 wells)</b>	300
<b>Accessory Apartment</b>	\$200	<b>UST Permits</b>	\$20
<b>Subdivision Review</b> <b>Conservation Clusters</b>	Minimum fee of \$250 plus \$50/lot	<b>Food Service Permits</b>	\$10-\$415
<b>Site Plan Review</b>	See the Board of Health	<b>Hauler, Water Systems Licenses</b>	\$125
<b>Semi-public Pool License</b>	\$50	<b>Installer License</b>	\$125
<b>D-Box Replacement</b>	\$100	<b>Replace Tank</b>	\$200

*Current as of 3/29/2016*