

Carlisle Board of Health - Septic Installation Inspection Process

Disposal System Construction Permit No: _____

Property Location: _____

General Conditions:

A copy of this permit and the stamped approved plan of record shall be on site during all phases of the septic installation.

All general and special conditions shall apply to all successors in interest and successors in control of the project.

The Board of Health office shall be notified of the names and telephone numbers of persons who are immediately supervising the project.

The installation work **must be done** by an installer **currently licensed** by the Board of Health to work in the Town of Carlisle.

In accordance with a new Public Safety Regulation (520 CMR 14.00), a **permit is required prior to excavation of all regulated trenches. See Building Commissioner to see if this is applicable.**

The installer or contractor responsible for completing the installation shall be notified and understand the requirements of this permit.

No inspections will be scheduled until the installer has signed for the permit.

NO CHANGE or alteration of this permit (plan of record) shall be undertaken without written documentation of the design engineer and permission of the Board of Health or its consulting engineer. At the discretion and pre-approval of the Board's consulting engineer, minor field changes will be allowed. Approved field changes must be clearly identified on the as-built plan.

All other state and local permits must be issued prior to commencing work on the system.

Proof of recording of any required information must be submitted to the Board of Health prior the start of work.

Members and agents of the Board of Health shall have the right to enter, re-enter, and inspect the premises to evaluate compliance with this permit and may require the submittal of any data deemed necessary by the Board or its consulting engineer for evaluation.

Special Conditions: _____ Attached

The undersigned agrees to install the above sewage disposal system in accordance with the provisions of Title 5, the Carlisle Supplementary Sewage Disposal Regulations and all applicable general and special conditions. **IT IS THE RESPONSIBILITY OF THE INSTALLER TO SIGN THE CERTIFICATE OF COMPLIANCE WITHIN 30 DAYS OF THE FINAL INSPECTION OF THE SYSTEM.** Use of a system prior to obtaining a Certification of Compliance is a violation of Title 5 (310 CMR 15.024).

Installer (_____) _____
Area Code Phone Number

Date: _____

Company

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	BOH Inspections commence ↓						BOH inspections completed ↓				
	5 business days					5 business days					1 bus. day
Prior to #1 Wed	Wed #1	Thu	Fri	Mon	Tues	Wed #2	Thu	Fri	Mon	Tues	Wed #3

The Carlisle Board of Health expects that barring errors or uncontrollable circumstances, installers can complete the required three inspections: bottom of bed and fill, installation of components and tanks, final grading inspections over the course of 11 business days. In keeping with this schedule it is important for the installer to coordinate:

- 1. Erosion control with the Conservation Administrator (if required),**
- 2. Staking of the field by the Design Engineer**
- 3. Providing a worker to remove covers for tank and pump chamber inspections**
- 4. Arranging for the Design Engineer to prepare and submit As-Builts**
- 5. Collecting signatures for the Certificate of Compliance**

Prior to Wednesday #1

- Installer verifies with Conservation and any other relevant group(s) that all conditions are met for starting work.
- Installer signs Installer’s Agreement and picks up the plan of record at BOH office
- Typically on Monday/Tuesday (or at installer’s choice), installer should:
 - o Obtain a sample of the fill and a sieve analysis (can be faxed to BOH office)
 - o Excavate for tank(s). At installer’s own risk, he may place tank(s) and pump chamber with no backfill so that stone underneath is visible for inspection by BOH Engineer

Wednesday #1

- BOH Engineer inspects the bottom of the bed.
- BOH Engineer inspects fill sample and verifies sieve analysis.
- Installers will be notified of inspection results either by the BOH engineer in the field or from the BOH office same day or next morning.

Prior to Wednesday #2

- Installation of all system components completed for installation inspection.
- Tank(s) and Pump Chamber (if required) are installed if not done at excavation inspection.
- Installers must arrange to have the pump chamber alarm wired prior to installation inspection.
- Design engineer shoots partial as-built and provides plan or pdf to BOH office.

Wednesday #2

- BOH engineer reviews partial as-built prior to field inspection.
- Installer must be on site to remove covers for inspection of tank(s) and pump chamber and testing of alarms
- Installers will be notified of inspection results either by the BOH engineer in the field or from the BOH office (24 hours.)
- Under no circumstances may any of the system components be covered prior to BOH approval.

Prior to Wednesday #3

- All components are backfilled and covered.
- Design engineer shoots final grade as-built and submits plan or pdf to BOH office.
- Installer calls for final grade inspection
- Installer signs Certificate of Compliance and arranges for Design Engineer to sign and return to BOH office.

Wednesday #3

- BOH Engineer reviews the final grade as-built plan
- BOH Engineer inspects final grades and if approved signs Certificate of Compliance for release to owner¹.

¹ All fees must be paid and driller’s completion report and water analysis on file for new construction