



David Ash, County Administrator

Building Department

The County Code Article III Section 143 Recordation of Onsite Sewage Disposal Permit Limitations was amended effective November 20, 2007 (attached). The following details the forms to use and the process for recordation depending on the permit type requested.

If the applicant requires a...	Then, the applicant shall. . .
Certificate of Use and Occupancy (CO). . . Refer to Section 143-17	<ol style="list-style-type: none"> 1) Obtain a copy of Notice of Onsite Sewage Disposal Limitations (attached) 2) If necessary (you don't have the Operations Permit), complete a File Search of Records at Health Department 3) Attach a copy of the Operations Permit (from the Health Department) 4) Check the box on the form indicating that the Operations Permit is attached 5) Sign and Notarize the form 6) Record in the Circuit Court 7) Bring copy of recorded documents, showing the Clerk's recording stamp to the Building Dept. for issuance of Certificate of Use and Occupancy
Building Permit for an existing structure (does not require a CO, and not previously recorded)... Refer to Section 143-18-A	<ol style="list-style-type: none"> 1) Obtain a copy of Notice of Onsite Sewage Disposal Limitations (attached) 2) Complete a File Search of Records at Health Department 3) Based on search results - Attach a copy of the Operations Permit or Sewer Permit (from the Health Department) 4) Check the box on the form indicating what type of permit is attached (based on File Search) 5) Sign and Notarize the form 6) Record in the Circuit Court 7) Bring copy of recorded documents, showing the Clerk's recording stamp to the Building Dept. for issuance of Building Permit
Building Permit for an existing structure (does not require a CO, previously recorded)... Refer to Section 143-18-B	Bring copy of previously recorded documents, showing the Clerk's recording stamp to the Building Dept. for issuance of Building Permit
If the file search reveals that a record for the Onsite Sewage Disposal System for the property does not exist... Refer to Section 143-20	<ol style="list-style-type: none"> 1) Obtain a copy of Notice of No Sewer Permit Availability 2) Sign and Notarize the form 3) Attached the completed File Search of Records 4) Record in the Circuit Court

No building permit for an existing structure, except for emergency repairs as described below, shall be issued unless a Notice of Onsite Sewage Disposal Limitations has been recorded for the structure.

Emergency Repairs. If the application for a building permit is for repairs that must be performed in an emergency situation, as determined by the building official, the Notice of Onsite Sewage Disposal Limitations shall be submitted to the building official within 5 working business days of issuance of the building permit.