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## **Check Sheet for individual and small on-site wastewater systems**

### **Process:**

1) The permit application (information required below) must be signed and sealed by the "Owner's Engineer" a Professional Engineer licensed in South Dakota. The installer must be licensed by South Dakota. The installer must also be licensed as contractor with the City of Sturgis. The building permit will not be issued until the private wastewater permit is accepted. City ordinance is 11.05.

2) The Owner's Engineer shall supervise or perform an on-site inspection of the system to ensure the system was built substantially in the same manner as it was designed. A letter and photographs from the Owner's Engineer inspecting the system shall be provided to the City for inclusion to applicant's building permit file and for closure of private waste water system permit file. There should be an exhibit with location ties from prominent landmarks (structure, property corners, etc. ) to the center of the tank and corner of the drain field.

### **Information Required:**

#### **1) Landowner information:**

Name  
Parcel #  
Address  
Phone

#### **2) Site information**

Structure usage  
# of bathrooms, bedrooms  
Garbage disposal  
# of Perc test holes  
Depth of holes  
Results (mpi)  
Design Perc rate  
Slope of ground at drain field  
Flood zone information (nothing will be allowed in a floodway)

Design must meet SD DENR requirements. See SD Administrative Law Article 74.53  
Design flow/ Daily flow (design minimums must meet the quantities below for their design.)

<https://sdlegislature.gov/Rules/Administrative/28569>

Size of tank

Absorption Bed/ Absorption Area (sq ft)/ Absorption Trench/ Mound System

All systems other than conventional individual onsite wastewater systems must be submitted to the DENR for review and approval. A copy of the approval must accompany the permit application.

3) State Licensed Installer, name, address, phone, license #

4) Professional Engineers; name, address, phone.

Plans - show all proposed construction on the plan: including: grading, water wells, utilities, service line with sizes, retaining walls, floodplain easements, building locations, erosion control, and drainage. Add SWPPP documents if area disturbed is more than an acre.

5) Maintenance is required per city ordinance.

*11.05.13: SANITARY MAINTENANCE REQUIRED*

*Any owner shall operate and maintain his or her private wastewater disposal facility in a sanitary manner at all times at no expense to the City.*