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CONNECTING TO EXISTING SYSTEM

**POLICY AND PROCEDURE TO
REQUEST CONNECTING TO AN EXISTING
ONSITE WASTEWATER SYSTEM**

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PURPOSE:

If you will be building a new home and demolishing your old home, you may want to know if you can connect your new place to your current septic system. Many factors play into whether this will be allowed by the health department, so this application procedure was created to streamline the policy and process for Jackson County citizens and contractors.

TO BE CONSIDERED FOR APPROVAL TO USE THE SYSTEM

- You must plan to connect within 1 year of approval
- Current structure must be occupied so that system is being used
- System must have been installed 2010 or after
- System must have a properly functioning secondary treatment system (laterals, sand filter, etc.)
- Structure being built must be for the same use, same size home or smaller, same number of people or less
- Space for a future replacement system must be available
- You must apply for a Jackson County Septic Permit and pay the \$300 application fee.
- An initial septic inspection conducted by the Jackson County Health Department Sanitarian, or an Iowa Time of Transfer Inspector shall be completed and filed in the Iowa DNR Time of Transfer Database. Separate fees may apply to this inspection and may vary among inspectors.
- Only a Licensed Jackson County Septic Installer can connect the existing system to the new structure.

SUBMIT YOUR REQUEST IN WRITING TO THIS DEPARTMENT AND UPLOAD IT TO THE SOIL REPORT SECTION OF THE SEPTIC APPLICATION -- PROVIDE THE FOLLOWING DOCUMENTATION:

- Formal letter stating that you would like to use your existing system.
- Building plans – layout showing locations of all bedrooms, bathrooms, laundry, etc.
- A copy of the Time of Transfer Inspection Report showing that the system is passing initial inspection.

Upgrades to your system may be required as a condition for approval. This could include replacing the tank, adding risers, adding an effluent filter, or additional secondary treatment capacity when possible.

A 24-hour notice to the Health Department is required before the connection of the existing system is made to the new structure. A final inspection by the Jackson County Health Department is required at the time of connection.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO WORK WITH THE GENERAL AND SEPTIC CONTRACTORS TO ENSURE THE EXISTING SYSTEM WILL BE ABLE TO CONNECT TO THE NEW STRUCTURE AND PROPERLY FUNCTION. THIS DEPARTMENT DOES NOT CHECK GRADE AND FALL.