

## Kittitas County On-Site Sewage System (OSS) Permitting Guidelines:

- All applicants are strongly encouraged to follow the Community Development Services Critical Areas Checklist before initiating any permitting with KCPHD.
  - Incomplete applications will not be accepted and will be returned to the applicant. All applicable fees may be non-refundable.
- Step 1: Site Evaluation**
    - Submit a completed “Application for Site Evaluation” with any applicable fees to KCPHD.
    - Inspections can be requested through your portal at <https://co-kittitas-wa.smartgovcommunity.com/Public/Home>
    - Results will be sent to the emails provided on the application.
    - Conducted site evaluations are valid for 5 years from the date conducted.
  - Step 2: Design submittal and installation permit**
    - Submit a completed “Sewage System Installation Permit Application” with any applicable fees to KCPHD.
    - Include an OSS design prepared by a professional engineer, on-site wastewater treatment system designer, or the resident owner.
    - The OSS system design shall conform to design requirements outlined by [WAC 246-272A](#) and the Kittitas County Code.
  - Step 3: Installation Permit Approval**
    - Installation permits will be sent to the applicant, designer, and installer at the time of approval.
    - Installation permits expire one year from the date of issuance.
    - Installation permits are non-transferable from person to person or property to property.
    - Application for permit renewal may be submitted to KCPHD before expiration if no changes in design, location, or other factors are necessary to meet current rules and regulations.
    - Renewal OSS permits are valid for one year from the date of issuance.
  - Step 4: Final Inspection**
    - The OSS shall be left open and uncovered until approved by KCPHD.
    - Construction of the OSS must be complete including required L&I inspection(s) before scheduling an inspection with KCPHD.
    - Inspections can be requested through your portal at <https://co-kittitas-wa.smartgovcommunity.com/Public/Home>
    - Upon completion and approval of the OSS, KCPHD shall notify the building department and OSDS permit contact that the OSS has been approved.



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