



El Paso County Public Health
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HOW TO OBTAIN AN ON-SITE WASTEWATER SYSTEM (OWS) PERMIT

PAYMENT DUE AT TIME OF SUBMITTAL IN CASH, CHECK OR CREDIT CARD

Types of Permits Required:

- **New System Permit:** Required for all new structures where people will live work or congregate, which are not located within 400 feet of a sanitary sewer connection.
- **Major Repair Permit:** Required for any repair of an approved system that involves an alteration or addition to the absorption area.
- **Minor Repair Permit:** Required for the repair or replacement of any portion of an approved system except for the repair or replacement of tank baffles and collapsed lines.

Applying for a Permit

1. FILL OUT ALL INFORMATION REQUESTED ON THE OWS PERMIT APPLICATION, ESPECIALLY THE TYPE OF PERMIT NEEDED, THE ADDRESS, CITY AND ZIP CODE WHERE THE PROPERTY IS LOCATED.
2. CURRENT OWS PERMIT FEES ARE NOTED ON THE APPLICATION FORM.
3. OBTAIN THE TAX SCHEDULE NUMBER AND LEGAL DESCRIPTION OF PROPERTY FROM THE COUNTY ASSESSOR'S OFFICE. (719/520-6600 EXT. 0). TAX SCHEDULE NUMBERS HAVE 10 DIGITS AND THE LEGAL DESCRIPTION MAY HAVE COMPASS DIRECTIONS OR LOT AND BLOCK NUMBERS. (I.E. NW4 OF SE4, LOT #, FIL. #, SUBDIVISION NAME, ETC.)
4. FOR A NEW ONSITE WASTEWATER SYSTEM INSTALLATION, YOU MUST SUBMIT THE ORIGINAL SOIL PERCOLATION TEST FOR OUR USE.
5. LOT SIZE MUST BE IN ACRES. (SQUARE FEET, IF LESS THAN AN ACRE).
6. THE APPLICATION MUST BE SIGNED BY THE OWNER OR THE OWNER'S AUTHORIZED AGENT.
7. A PLOT PLAN OF THE PROPERTY IS REQUIRED. PLEASE COMPLETE ITEMS 3, 4 AND 5 ON THE BACK OF THE APPLICATION. THE PLOT PLAN MUST BE SUBMITTED ON AN 8½ X 11" SHEET OF WHITE PAPER. AN ALTERNATE OWS LOCATION MUST BE SHOWN ON THE PLOT PLAN. [SEE OTHER SIDE OF THIS PAGE FOR SAMPLE PLOT PLAN.]
8. DISTANCES TO THE PERCOLATION TEST FROM TWO ADJOINING PROPERTY LINES ARE REQUIRED ON THE PLOT PLAN.
9. DIRECTIONS TO THE SITE FROM A MAIN ROAD OR HIGHWAY ON THE BACK OF THE APPLICATION IS REQUIRED. INCOMPLETE OR INACCURATE DIRECTIONS MAY DELAY THE PERMIT PROCESSING TIME.
10. PLEASE NOTE: INCOMPLETE AND/OR INACCURATE INFORMATION ON THE APPLICATION MAY INCREASE THE PROCESSING TIME OF THE PERMIT.

This is an example of a plot plan. It can be drawn with pen and paper and does not need to be to scale.

