



Leicester Regional Public Health Coalition

Leicester
Barre
Hardwick
Holden
New Braintree
North Brookfield

On-Site Waste Water System Construction 101

Repairing your On-Site Waste Water System, or building a new one? Here's a step-by-step process of the Leicester Board of Health's involvement!

Please note this guide applies only to systems being installed in Leicester.

If you have questions about systems located in other Towns in the LRPHC, give us a call at (508) 892-7008.

1. COMPLETE A PERC TEST.

A soil percolation test is done to determine a site's suitability for an On-Site Waste Water System. To have a perc test done, you must first submit a Perc Test Application to Leicester's Health Department (application on website) and pay the \$325.00 Town fee. If the test passes, you may move forward with the project.

2. SUBMIT A SEPTIC DESIGN PLAN TO OUR OFFICE.

An engineer must be hired to create a design plan for how the system will be installed. Here is a list of what we need:

- 4 copies of the design plan**
- Signed copy of Form 1A**
- Form 11 & Form 12**
- Signed copy of Form 9A**

You must pay the fee for the plan review upon submission. You can also pay up front for the inspections, LUAs, and Certificate of Compliance fees (we prefer this!). The Title 5 fee schedule is available on our website - we also have physical copies in our office for you to take home if you need it.

3. WAIT A MAXIMUM OF 45 DAYS FOR YOUR PLAN TO BE REVIEWED.

Our Title 5 Agent gets **45 days** to review design materials, starting on the date our office stamps in what you've submitted to us. We rarely take this long to review plans, so please check in if you don't hear back within a couple of weeks.

4. YOUR DESIGN PLAN WAS APPROVED! NOW WHAT?

You now have **3 years** from the date your design plan was approved by our Title 5 Agent to install the system. Make sure your installer is licensed to do work in Leicester!

5. HAVE YOUR SYSTEM INSPECTED DURING THE INSTALLATION PROCESS.

While your system is being installed, there needs to be coordination with our Title 5 Agent to have inspections done in various parts of the process. The inspections you need are:

**Bottom (Dig-out)
Component**

Finish Grade/Stabilization

Make sure you have paid the Town fee for each inspection!

6. ONCE INSTALLATION IS COMPLETE, SUBMIT A COC AND AS-BUILT PLAN TO US.

In order to complete your application with us, you submit: **Certificate of Compliance (CoC), which must be signed by your installer & engineer before submission**

3 copies of the As-Built plan

Our Title 5 Agent will review and confirm that your On-Site Waste Water System is in compliance with Title 5 regulations and the Town construction permit issued to your project. Please note these materials cannot be reviewed until all Title 5 fees are paid.

7. WE SEND YOU A COPY OF YOUR COC & AS-BUILT PLAN FOR YOUR RECORDS.

And the process is complete! We will keep everything you submitted to us on file at the Board of Health office, should you, an inspector, or future resident of your property ever need to access them. **Thank you for working with us!**