



## Which Type of Onsite Wastewater Treatment System (OWTS) Application is Right for Your Project?

Please contact the Environmental Health Division if you have any questions while completing your online application. The Environmental Health Division can be reached at 805-654-2813 or [EHDmessages@ventura.org](mailto:EHDmessages@ventura.org).

Please note: OWTS staff will review your application and make corrections to the application type as needed. Please choose the type of permit described below to the best of your ability.

### **New OWTS Design**

a. Conventional OWTS:

OWTS design consisting of a septic tank and leach lines, leaching bed(s), seepage pits, or a combination thereof.

b. Alternative OWTS:

OWTS design consisting of a septic tank and either a mound system, sub-surface sand filtration system, advanced treatment unit (ATU), or other alternate system described in the [Ventura County Building Code](#).

### **Certification of Existing OWTS**

a. Full Certification:

Certification of existing OWTS when a change in the volume of wastewater entering the system is proposed, such as:

- Change in number of bedroom equivalents;



- Change in number of plumbing fixture units;
- Addition of employees and/or customers to a commercial facility;
- Proposed connection of an Accessory Dwelling Unit (ADU) and/or Junior Accessory Dwelling Unit (JADU) to existing OWTS.

b. Setback Certification:

Certification of an existing OWTS when an expansion of the footprint of an existing structure and/or the addition of other structures that do not contain bedroom equivalents and/or plumbing fixtures is proposed. When no records of the existing OWTS are available, an on-site inspection is required to verify the location of an existing system and to ensure the additional construction conforms to applicable setback requirements.

c. Mini Setback Certification:

A “mini” setback certification is the same as a setback certification, except records of the existing OWTS are available for review, so an on-site inspection is not required.

OWTS records from 1978 – 2016 are available online at:

<https://vcrma.org/divisions/environmental-health/individual-sewage-disposal-systems-record-search/>

## **OWTS Construction & Repair Permit**

a. Permit to Construct Conventional OWTS:

Installation of OWTS consisting of a septic tank and either leach lines, leaching beds, seepage pits, or a combination thereof.



b. Permit to Construct Alternative OWTS:

Installation of OWTS consisting of a septic tank and either a mound system, sub-surface sand filtration system, advanced treatment unit (ATU), or other alternate system described in the [Ventura County Building Code](#).

c. Repair\*:

Applies only to the following activities:

- Replace tank only.
- Replace or expand dispersal area only.

\*If replacing the entire OWTS, then a Permit to Construct is required; see above.

d. Abandonment\*:

When an existing septic tank is abandoned on vacant property for safety reasons, an OWTS Abandonment Permit from the Environmental Health Division must be obtained.

\*When an existing septic tank is abandoned due to the installation of a replacement septic tank, inspection of the abandonment will be covered under the construction permit for the new septic tank – no need to submit for an abandonment permit.