



Required Documents for OWTS Applications

New OWTS Design (Conventional & Alternative)

- Geotechnical / Soils and Engineering Report prepared by a Qualified Professional
- Plot plan drawn to scale depicting all existing structures and proposed construction on the parcel in relation to the proposed OWTS, including septic tank, dispersal area, and 100% expansion area. Plot plan must also include features such as property lines, existing OWTS on the property, internal roads/driveways/paved areas, water wells, streams, trees, etc.
- Floor plan depicting layout of proposed construction
- Bedroom Equivalents and Fixture Units / Bedroom Number Determination for Sizing OWTS – [PDF](#)
- Approved Zoning Clearance from Ventura County Planning
- CSA 32 – [PDF](#) (Alternative OWTS)
- Annual Maintenance Agreement (Alternative OWTS utilizing an ATU)

Certification of Existing OWTS (Full Certification, Setback Certification, & Mini Setback)

- Approved Zoning Clearance from Ventura County Planning (all Certifications)
- Plot plan depicting all existing and proposed construction on the parcel in relation to the existing OWTS, including the septic tank, dispersal area, and 100% expansion area (all Certifications)
- Floor plan depicting layout of proposed construction (all Certifications)
- Septic Tank Pump Report conducted within the last 3 years – [Required PDF form](#) (Full Certifications)
- Bedroom Equivalents and Fixture Units Worksheet – [PDF](#) (Full Certifications)
- Geotechnical Soils Report may be required (Full Certifications)



Permit to Construct (New, Repair, & Abandonment Permits)

- For repair permits, provide a plot plan depicting the location of all the existing OWTS component(s). Clearly indicate on the plan which components are to be replaced and the location of the proposed new OWTS components, i.e., septic tank, dispersal area.
 - Click this link to view document imaged OWTS records to assist you in creating an accurate plot plan for your repair permit application: [Online Record Search](#)
 - Please see this [Sample Repair Permit Plot Plan](#) for guidance in creating an accurate plot plan for your repair permit application.
- For construction permit of an EHD-approved new OWTS design, provide the EHD-stamped and approved plan or the approval letter.
- For all OWTS Construction permits, complete and provide the appropriate Legal Declaration Packet (choose 1 of the following 3 packets):
 - Owner signs for the Permit: [OWTS Legal Declaration – OWNER pdf](#)
 - Authorized Agent signs for the Permit: [OWTS Legal Declaration – AGENT pdf](#)
 - Licensed Contractor performing the work signs for the Permit: [OWTS Legal Declaration – CONTRACTOR pdf](#)