



DENVILLE DIVISION OF HEALTH
1 St. Mary's Place
Denville, NJ 07834
(973) 625-8300, Ext. 261

Procedures for Installation/Repair/ Alteration of Septic Systems

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1. All work must be performed by a contractor who is licensed in Denville. *The Septic Contractor License Application* is available on the website.
 2. The contractor or engineer must contact the health department and inform us of the nature of the work. If it is a repair, skip to step #6.
 3. A soil log must be scheduled with the health department. Please schedule all soil logs at least 48 hours in advance by contacting, 973-625-8300, extension 261.
 4. An engineer must perform a soil log. The fee is \$50 per test hole with a minimum of 2 holes for new construction. All soil logs must be submitted to the Division of Health within 14 days and sealed by a licensed professional engineer. Reports not filed within this timeframe will be deemed incomplete and void.
 5. An engineer must design the system.
 6. Three copies of the state application and 3 sets of plans must be submitted to the health department with the appropriate fees: \$150 for a residential review and \$250 for a commercial review. If you are performing a repair, the *Application Form for Submission of Septic Repairs* and a fee of \$100 must be submitted.
 7. Once the plans are approved, the applicant must apply for a permit to install/alter a septic system. The appropriate fees must be submitted: \$200 for a residential system and \$400 for a commercial system. If the plans are rejected, a letter will be sent to the engineer and a copy to the homeowner. A revised plan must then be submitted for review.
 8. Schedule all inspections at least 48 hours in advance by contacting, 973-625-8300, extension 261. All of the following inspections are necessary:
 - Excavation
 - Fill
 - Stone & Pipe and D Box
 - Tank
 - Pump (if applicable)
 - Final Grading
 9. The engineer must provide an as-built and complete Parts A & B of the Denville Standard Form for Certificate of Compliance. Your health department issued Certificate of Compliance will not be issued until these documents are received for the file.
 10. A Certificate of Compliance will be issued by the Denville Division of Health.