COOLBAUGH TOWNSHIP
Sewage Enforcement Officer

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www.coolbaughtwp.org

NEW CONSTRUCTION AND REPAIRS INVOLVING THE INSTALLATION OF A NEW ABSORPTION AREA

The following describes the procedure to obtain a permit to install a sewage disposal system or replace an absorption area in a new location:

1. If you are not the owner of record of the property for which you are applying, you will be unable to apply for a septic permit, unless you provide at least one (1) of the following:

   a. Current property deed showing that you are the property owner.
   b. Executed and valid Agreement of Sale showing that you are under contract to purchase the property.
   c. Signed, dated, and notarized affidavit (available on the Township website at https://coolbaughtwp.org/resources/forms-documents/).

2. Apply for a septic permit at https://portal.traisr.com/landing.aspx?OrganizationId=594.

3. **Upon submission of the application, it is your responsibility to hire a contractor or project consultant to excavate soil probes, conduct a percolation test, and prepare a design for the system that will be installed on the property. Your contractor must coordinate with the Sewage Enforcement Officer (SEO) throughout this process; therefore, they must contact the SEO to arrange a schedule for the testing. You or your contractor are responsible for notifying the PA One Call System and obtaining a serial number in accordance with PA Code Title 25, §72.42(a)(20)(ii) prior to soil testing.**

4. Property corner monumentation shall be distinctly marked in the field and boundaries must be identified at the time of testing to ensure accuracy of the test locations. Coolbaugh Township will not be responsible for identifying property boundaries.

5. After suitable soil testing has been completed, you must have a septic design prepared by your project consultant. At this time, the four (4) corners of the proposed absorption area must also be staked on the property.

6. Three (3) copies of the design must be submitted to Coolbaugh Township. A suitability letter will not be issued; therefore, it is advisable to have your design prepared and submitted as soon as possible after soil testing is complete. Alternatively, you are encouraged to obtain the services of a Professional Land Surveyor to locate the soil testing on your property. Property surveys with soil testing located should be submitted to Coolbaugh Township for record-keeping purposes.

7. Once the design has been reviewed and approved, a permit will be issued for the installation of an onlot sewage disposal system on your property. Inspection fees are due and payable at the time of permit issuance.

NOTE:

A septic permit is valid for three (3) years from the date of issuance. If construction of the system and the structure to be served by the system has not commenced within three (3) years, the permit will expire, and a new permit must be obtained.