COOLBAUGH TOWNSHIP
Sewage Enforcement Officer

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www.coolbaughtwp.org

REPAIRS AND MODIFICATIONS INVOLVING AN EXISTING ABSORPTION AREA

The following describes the procedure to obtain a permit to repair a sewage disposal system absorption area or modify or expand an existing absorption area (may not be possible in all circumstances):

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 assist you with the permit process. Documentation required in support of your application will depend on available documentation that can be provided, or that may be on file at the Township. If you do not have a copy of the original septic system design, soil test results, and permit, please contact, or have your contractor or consultant contact the Township to research available records.**

4. If the original septic design, soil test results, and permit are unavailable, a sewage disposal system design plan must be prepared by your project consultant. A scope of services or work order detailing the proposed work shall also be provided. Three (3) copies of the design and scope of services shall be submitted for review.

   Please note that the repair, reconstruction, expansion, or modification of an absorption area may not be permitted in all circumstances.

5. Once the design has been reviewed and approved, a permit will be issued for the proposed scope of work. If not previously paid, 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.