COOLBAUGH TOWNSHIP
Sewage Enforcement Officer

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REPAIRS AND MODIFICATIONS NOT INVOLVING THE ABSORPTION AREA

The following describes the procedure to obtain a permit to repair a sewage disposal system when the repair does **not** involve in any work in the absorption area:

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, please also provide, or have your contractor or project consultant provide a scope of services or work order detailing the proposed work.**

4. Once the scope of services has been reviewed and approved, a permit will be issued for the proposed 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.