



**Greater Bemidji Area
Joint Planning Board**

Application for Septic Permit

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

OFFICE USE ONLY	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

APPLICANT DATA

NAME OF APPLICANT: _____	PHONE: _____
NAME OF OWNER (if different) _____	
MAILING ADDRESS: _____	
SITE ADDRESS: _____	PARCEL: _____
EMAIL: _____	
DESIGNER NAME: _____	LICENSE #: _____ PHONE: _____
INSTALLER NAME: _____	LICENSE #: _____ PHONE: _____
PROPOSED INSTALL DATE: _____	

OFFICE USE ONLY	
Property Dimensions: Width _____ ft	Depth _____ ft Total area _____ sq ft/acres
Is there one acre of contiguous land on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Distance from nearest structure? _____ Distance from well? _____	
Is a variance necessary for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies	
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Lake/River? _____	
Is any portion of the property a wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Septic Data: Year Installed: _____ Last Compliance Inspection: _____	
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____	
Municipal Services: Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SEPTIC INFORMATION

Septic Type: Rock Trench Pressure Bed Other _____
 Mound Seepage Bed

New Installation? Yes No Replacement? Yes No Repair? Yes* No

Is the homeowner doing any of the work? Yes* No *If yes to either question, attach sheet explaining scope or work

Number of Tanks? Existing: _____
New: _____
TOTAL: _____

If replacement, will old system be crushed/abandoned? Yes No Will old system be removed? Yes No

If crushed/abandoned, have you completed and submitted the MPCA SSTS Abandonment Reporting Form? Yes No*
**(this form must be submitted for all system abandonments. If done during install, it must be submitted alongside the as-built inspection report)*

Type of Use? Residential Number of bedrooms _____
 Commercial Other Establishment (Ch. 7081)? Yes No Don't Know
Meter to be installed? Yes No Don't Know
Type _____ Appx. number of Employees _____

Escrow recorded? Yes No

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-REQUIRED DOCUMENTS-

- OSTP Preliminary/Field Evaluation Form(s)
- Site Design
- OSTP Design Summary Worksheets
- U of M Septic System Management Plan
- Soil Observation Logs
- Pumping Contract *(required for holding tank systems, and subject to biennial operating permit)*
- Deed
- Other (work scope, etc) _____

ALL APPLICANTS MUST SIGN BELOW

I/We the undersigned, hereby make application for work described and located as shown herein. I/We certify that the information contained herein is correct and agree to do the work in accordance with the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations and State of Minnesota codes. I/We further agree that any plans, specifications, or drawings submitted herewith are accurate and shall become part of the application. Any changes after this approval must be submitted for re-approval.

Applicant(s): _____ Date: _____

** must submit authorized agent form if different from property owner*

OFFICE USE ONLY

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4TH STREET NW, LOWER LEVEL



GREATER BEMIDJI AREA JOINT PLANNING BOARD (JPB) SUBSURFACE SEWAGE TREATMENT SYSTEM PERMIT INSTRUCTIONS

The JPB Zoning & Subdivision Ordinance requires all septic system installations, modifications, or repairs to obtain a permit. **All developments/dwellings that are not connected to municipal or a central sewer system must be connected to an on-site Subsurface Sewage Treatment System (SSTS).** This policy applies to all septic systems in the City of Bemidji, and Northern Township (Greater Bemidji Area).

1. The following steps shall be completed to obtain a permit to install an in the Greater Bemidji Area.
 - a. Obtain a complete site evaluation and a completed **SSTS** design from a licensed designer (include license # on the application).
 - b. Obtain and complete an **SSTS** permit application from the JPB. (Installer or designer may do this for the property owner).
 - c. Submit a completed application for an **SSTS** Permit with a complete evaluation and design and Management Plan to the JPB at least three (3) business days before beginning septic work.
 - d. The required forms are available from the U of M Extension Service SSTS Program at: <http://septic.umn.edu/formsandsheets/bytype/index.htm#design>
 - e. Pay the \$400 permit fee with the application (includes inspection fee).
2. Upon receiving a complete application with signatures, the JPB will submit for review to a licensed contractor. JPB will contact the installer, as listed on the permit application, with permission to begin work upon approval by licensed contractor.
3. Once the installation/repair is complete, the installer must contact the JPB contract SSTS Inspector Dave Larson at least 48 hours before the requested inspection and follow up the morning of the install to confirm the time you will be ready for inspection. Dave can be reached at 218-751-2570 (office), or 218-766-7528 (cell), or via e-mail at: larsonenviro@midco.net.
4. Upon completion of installation, the system must be inspected in accordance with MPCA rules and regulations and the JPB Ordinance. **The inspection must be conducted before the system is fully covered without exception.** The JPB inspector will conduct an inspection and prepare an as-built report for record.
5. Upon final completion, inspection, and receipt of the inspector's report, an information packet is mailed to the homeowner. This will include the original permit, the installation inspection report, and information on how the homeowner can obtain good septic maintenance information. This information may be obtained from a publication produced by the U of M Extension Service Wastewater Resources website at:

<http://www.extension.umn.edu/distribution/naturalresorces/DD6583.html#1>.

A printed document of this information is available for review in our City Hall Offices.