

**STEPS FOR BUILDING YOUR DUTCHESS COUNTY DEPARTMENT OF HEALTH  
[DCDOH] APPROVED SEPTIC SYSTEM (Residential Lots Only)  
IN ACCORDANCE WITH DCDOH POLICY AND PROCEDURE**

**BEFORE CONSTRUCTION BEGINS**

- 1. YOU APPLY FOR A BUILDING PERMIT AT YOUR TOWN BUILDING INSPECTOR'S OFFICE.**
- 2. YOUR BUILDING INSPECTOR ISSUES A WORKFLOW SHEET [SAN34] WHICH IS THEN FORWARDED TO DCDOH CENTRAL OFFICE, REVIEWED, THEN SENT TO DCDOH DISTRICT OFFICE [D.O.] THAT SERVES YOUR TOWN. [Allow several business days for this step.]**
- 3. CALL THE DCDOH D.O. TO SETUP A PRE-CONSTRUCTION INSPECTION OF YOUR LOT WITH THE AREAS OF THE SEPTIC SYSTEM AND WELL STAKED-OUT PER THE APPROVED PLAN.**
- 4. AFTER THE PRE-CONSTRUCTION INSPECTION, THE SAN34 IS FORWARDED TO THE BUILDING INSPECTOR, GRANTING DCDOH APPROVAL TO ISSUE A BUILDING PERMIT.**

**BEFORE SEPTIC SYSTEM IS COVERED**

- 5. BEFORE DCDOH FINAL INSPECTION: THE FILL PAD (if required) MUST BE CERTIFIED BY YOUR ENGINEER USING THE DCDOH "CERTIFICATION OF FILL FOR SEWAGE DISPOSAL SYSTEM (HD-5)" FORM AND RECEIVED BY DCDOH D.O.**
- 6. PRIOR TO COVERING THE SEPTIC SYSTEM YOU MUST CALL THE DCDOH D.O. FOR A FINAL INSPECTION.**
- 7. BEFORE RECOMMENDATION OF CERTIFICATE OF OCCUPANCY, ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED FOR FINAL REVIEW BY DCDOH: WELL COMPLETION REPORT TO DCDOH CENTRAL OFFICE, PUMP OR DOSING CHAMBER CERTIFICATION (if required) TO DCDOH D.O., SPECIAL P.E. CERTIFICATION TO DCDOH D.O.**
- 8. AFTER YOUR FINAL INSPECTION AND ALL SUPPORTING DOCUMENTATION IS RECEIVED AND REVIEWED, DCDOH D.O. THEN FAXES THE COMPLETED SAN34 TO THE BUILDING INSPECTOR, RECOMMENDING THE CERTIFICATE OF OCCUPANCY.**

**DCDOH – Environmental Health Services phone numbers**

\*NOTE: Please call the DCDOH District Office Monday-Friday, 9:30-11:00 AM and have the tax ID # or plan name and lot # ready

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Central Office, Poughkeepsie .....	Voice (845) 486-3404	Fax (845) 486-3545
Beacon District Office .....	Voice (845) 838-4801	Fax (845) 838-4824
{Beekman, East Fishkill, Fishkill, and Wappinger}		
Millbrook District Office .....	Voice (845) 677-4001	Fax (845) 677-4008
{Amenia, Clinton, Dover, Milan, North East, Pawling, Pine Plains, Pleasant Valley, Red Hook, Rhinebeck, Stanford, Union Vale, and Washington}		
Poughkeepsie District Office.....	Voice (845) 486-2243	Fax (845) 486-3545
{Hyde Park, LaGrange, and Poughkeepsie}		