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 FORWARDER 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

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)

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