



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931

TELEPHONE (530) 872-6291 FAX (530) 877-5059

www.townofparadise.com

April 24, 2013

To: All Realtors, Title Companies, Escrow Companies, Home Buyers and Sellers

From: Town of Paradise Onsite Sanitation Division

Re: Requirement to obtain a Clearance to Record Title Transfer for all title transfers of real property with septic systems thereon.

Ladies and Gentlemen:

The Town of Paradise has no centralized sewer system and therefore is exclusively served by onsite sewage disposal systems on almost every individual parcel. Because of this the Town has created several safe-guards in its various codes and ordinances that help protect public health and the environment by assuring the proper function of all sewage disposal systems.

In accordance with Section 13.04.090 of the Paradise Municipal Code any person transferring title of any parcel of land upon which a septic system exists must first obtain a Clearance to Record Title Transfer from the Town of Paradise. An application along with a recent 'passing' septic system evaluation must first be submitted to the Town in order for a Clearance to Record Title Transfer to be issued. In order to be "recent" the evaluation must have been performed within the last year. The application will be processed within 5 business days, therefore, we recommend that it be submitted to the Town, with appropriate fee, at least 6 business days prior to the day that escrow is scheduled to close.

One purpose served by the requirement to obtain a Clearance to Record is that the new homeowner is assured that they are purchasing a properly working septic system. After the new homeowner receives title to the property an Onsite Sewage Disposal System Operating Permit is issued to them. Unlike the Clearance to Record application fee the new Operating Permit fee may be paid through an escrow account after escrow closes.

Failure to obtain a Clearance to Record when a title transfer is performed is a violation of the Paradise Municipal Code and will result in citations issued by the Town of Paradise

Code Enforcement Division to the new owner.

We are glad to answer any questions you may have on this or any other onsite sewage disposal issue.

Sincerely,

A handwritten signature in blue ink that reads "Bob Larson". The signature is written in a cursive style with a large initial "B".

Bob Larson
Onsite Sanitary Official
Town of Paradise
(530) 872-6291 ext. 109



Clearance to Record Application
and
Septic System Operating Permit Application
Clearance to Record fee must be received with application

Property Address _____ AP# _____

Applicant / Agent for the Buyer / Seller / Other _____

Name _____ Business Name _____

Address _____ City/ St / Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Applicant's Signature _____ Date _____

Clearance to Record Request
Title Company Information

Escrow Officer Name _____ Title Company Name _____

Escrow # _____

Address _____ City / St / Zip Code _____

Phone Number _____ Fax Number _____

Email Address _____

Seller's Name _____

Onsite Sewage Disposal System Operating Permit
Application for New Owner Information
Permit to be issued upon payment of fee and a copy of the new grant deed.

New Owner's Name _____

Property Address _____

Mailing address (if different than property address) _____