

WELCOME!

Wastewater Permitting Processes

Presented by:

Town Wastewater Staff

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WASTEWATER STAKEHOLDERS

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- Application Requirements
- Records & Resources
- Public Dashboards
- Proposed Site Plan Requirements
- Site Plan Examples

- Final Acknowledgement Form
- Inspections
- Requirements to Final
- As Built Requirements
- Fees & Penalties
- Questions & Concerns



Permit Types & Fees

Land Use Review:

Major – \$437.46: No existing septic or No previous capacity approval on a parcel, or the review requires soils testing with a qualified designer (test holes and/or perc tests)

Minor – \$284.34: Change of use, upgrading bedroom count -> Increasing Septic Capacity (Engineered wastewater calculations may be required for commercial and/or alternative systems)

Repair: Replacing existing components like for like because of a failed evaluation

Minor - \$86.12 Standard - \$281.81 Pressure Dosed - \$722.76 Alternative - \$1,270.52 to \$1,596.08

Septic Evaluation ^

Per the Onsite Manual chapter 1.1, an evaluation is required to apply for a repair permit.

Please link the septic evaluation number "WW-EVAL" ⓘ *

 🔗

[Create new record](#)

Has a Land Use Review been applied/completed? *

Yes No

Please link the Land Use Review Record Number ⓘ

 🔗

[Create new record](#)

Evaluation numbers can be found at [Wastewater Evaluations | GovWell](#)

evaluation number "WW-EVAL" ⓘ *

[← Back](#) **Wastewater Evaluations**
Current and historic septic evaluations.

All **627**

🔍 [Add filters](#) 🔼

Permit Types & Fees

Upgrade/Alteration:

Adding onto or relocating a portion of an existing system - \$356.42

New Construction:

Replacing or installing all new components, no portion of existing system being used.

Standard - \$677.77 *Pressure Dosed - \$1,037.71 to 1587.75 *Alternative- \$1497.03 to \$1,762.74
Operating Permit Fee - \$33.08 (per additional system)

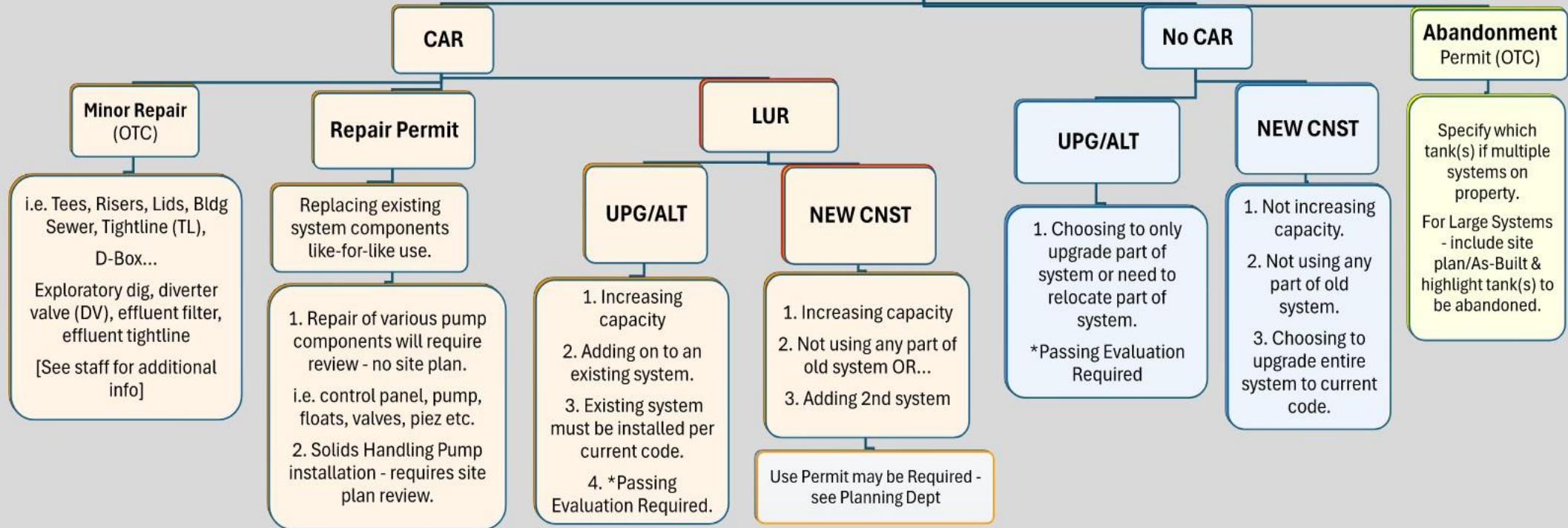
*Fees vary based on GPD

Tank Abandonment:

Included with the Construction Permit if in the scope of work.

Additional permit required if completed by others - \$161.03

Existing Septic System



*Passing Evaluation Required - for septic components remaining in use.

OTC - Over the Counter LUR - Land Use Review

Application Requirements

Per PMC 13.04.050

- **LUR: Engineered Wastewater Calculations ***
- **Repair: Proposed Site Plan**
- **Pump System: Proposed Site Plan + Pump Curve**
- **New Construction: Proposed Site Plan**
- **Alternative: Engineered Wastewater Calculations , Proposed Site Plan, & Detailed Engineered Plans**

* for commercial or Engineered systems

- **BL-CL License/Proof of Ownership**
- **Dwelling information**
- **Has an evaluation been done?**
- **Has an LUR been done?**

Wastewater Application Details -

Please fill out with as much accurate information as possible to keep our records up to date and clear so that we can give you the best information possible in the future!

Tank & Field Information:

Tank Details - Type, Manufacturer, Capacity, Material

Absorption Field – Total Length, Trench Width, Rock Under Pipe, Total Rock Depth

Septic permits shall be obtained prior to the issuance of building permits:

PMC- 13.04.090.C.3 - The town shall grant on-site sanitation approval for a building permit when any of the following have been completed:

- a. The on-site wastewater system serving the subject property has been evaluated in accordance with the provisions of this code and the on-site wastewater treatment and disposal system has no observed operational deficiencies;
- b. The on-site wastewater treatment and disposal system serving the subject property has been evaluated in accordance with the provisions of this code and the observed operating deficiencies have been corrected as directed by the town on-site sanitary official and the system is operational;
- c. The on-site wastewater treatment and disposal system serving the subject property has been evaluated in accordance with the provisions of this code and the observed operating deficiencies are to be corrected in accordance with a repair or alteration construction permit issued by the on-site sanitary official.

Breaking News

VOL. XI - no. 430

NEW ISSUE

Records and Resources

As Builts

*Coming
Soon!*

Currently at [Rebuild Paradise - https://rebuildparadise.org/mapping/](https://rebuildparadise.org/mapping/)

Septic As Builts will be relocated to [Town of Paradise -https://townofparadisemapping.com/](https://townofparadisemapping.com/)

Septic Evaluations

[GovWell Dashboards for Septic Evaluations](#)

Historic evaluations are listed. Evaluations submitted in GovWell (WW-EVAL) will display the evaluation details.

[Onsite Wastewater Manual](#)

Guide and requirements for septic system installation

Evaluations vs. Pump Only

Town of Paradise, CA

[View details](#)

*Pump Only Evaluation Report

*Evaluation

This is an evaluation of the septic system

*Pump Only Evaluation Report

This is for a Pump Only Evaluation, No additional inspection performed

1 Complete Form **2** Review & Submit

Applicant

This is how the applicant for this record will be identified to staff at Town of Paradise, CA. Communications will be sent to the email address associated with this account.

User *

Include users outside of this organization

[Invite a user to GovWell](#)

Company



Please select a company to connect the application to.

Form Inputs

Evaluator License Record Number *



If other please describe

Property Address *



[Search for addresses or parcels on a map](#)

Description work: please include notes about the tank location and any important details *

Reason for Pump *

- Abandonment Owners Request Maintenance
 Other

Location Sketch

Drag and drop files here or click to upload
PDF, JPEG, JPG, or PNG

Online Services

Powered by GovWell

Building Permits

Apply for a Building Permit with the Town of Paradise.

Business Licenses

Apply for a Business License with the Town of Paradise.

Complaint Form

Submit a Code Enforcement complaint to the Town of Paradise.

Engineering

Apply for an Engineering Permit with the Town of Paradise.

Fire Prevention

Apply for a Fire Safety Permit with the Town of Paradise.

Planning & Zoning

Apply for a Planning & Zoning application with the Town of Paradise.

Public Dashboards

Search for Building Permits, Business Licenses, and Wastewater Permit

Wastewater Permit

Apply for a Wastewater Permit with the Town of Paradise.

Public Dashboards

Select from one of the dashboards below to view records.

Active Business Licenses

View records

Residential Building Permits

Single-family residential and solar permit information.

Wastewater Evaluations

Current and historic septic evaluations.

Public Dashboard

<https://app.govwell.com/paradise>

Record #	Status	Address
WW-EVAL-26-0337	Pass	5657 CATHY LN, PARADISE, CA 95969
WW-EVAL-26-0336	Submitted	6617 FIRLAND DR, PARADISE, CA 95969
WW-EVAL-26-0335	Submitted	1648 NELSON LN, PARADISE, CA 95969
WW-PO-26-0038	Submitted	6646 CLARK RD, PARADISE, CA 95969
WW-EVAL-26-0334	Submitted	588 SUNSET DR, PARADISE, CA 95969
WW-EVAL-26-0333	Fail	6112 RIPLEY LN, PARADISE, CA 95969
WW-EVAL-26-0332	Fail	6112 RIPLEY LN, PARADISE, CA 95969
WW-EVAL-26-0331	Submitted	1630 LOUIE LN, PARADISE, CA 95969
WW-EVAL-26-0330	Pass	5045 MALIBU DR, PARADISE, CA 95969

WW-EVAL-26-0337 | GovWell

** EVALUATOR LICENSE RENEWAL FEES DUE ANNUALLY BY JUNE 30TH

Proposed Site Plan Requirements:

The submittal of a plot plan drawn to scale that includes the following information:

PMC 13.04.050 E

- a. Lot boundaries;
- b. Locations of proposed and existing buildings and sewage disposal facilities;
- c. Location of proposed leach field and one-hundred percent replacement area for the leach field;
- d.* A floor plan of the building, the number of bedrooms and other potential sleeping quarters, and all proposed appurtenant structures;
- e. Source and location of domestic water. If a well is proposed as a domestic water source, a well-drilling permit application shall be made (Butte Co. Environmental Health) at the time a sewage disposal permit application is submitted;

*Floor plan info = Proposed bedroom count + Proposed Square Footage

Proposed Site Plan Requirements Pt. 2

North Arrow Scale 1" = 20' Proposed Septic Existing Septic Trench Detail

Detailed map of all components i.e. D-boxes, clean out, valves, piezometers etc.

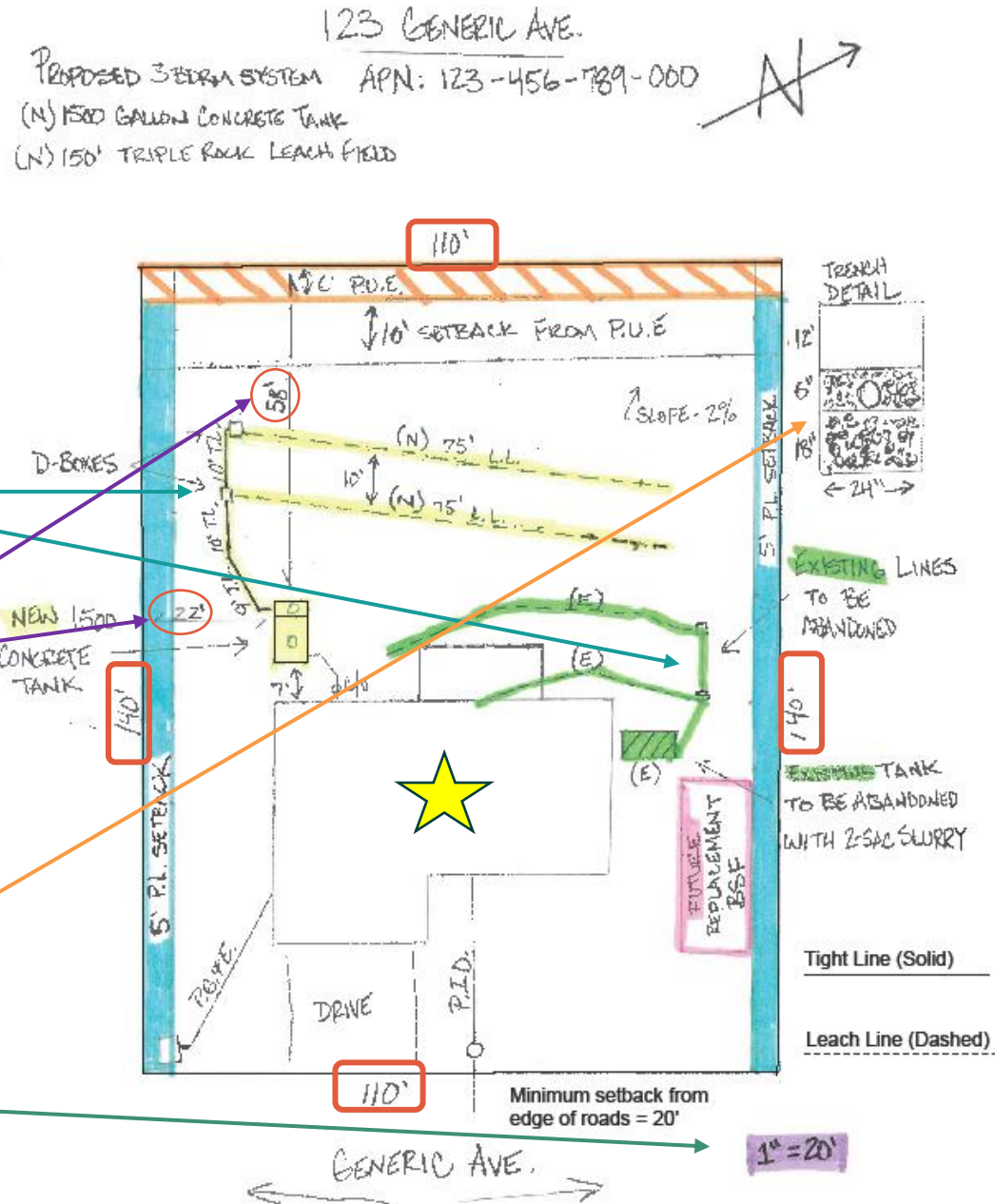
- f. Ditches, creeks, springs, or other surface water on the premises and within one hundred feet in any direction of the proposed sewage disposal area and lakes or reservoirs within two hundred feet of the proposed sewage disposal areas;**
- g. Location of known or proposed wells on property and within one hundred feet of property lines;**
- h. Topography, including contours and rock outcroppings, cliffs, etc.; (aka slope arrow)**
- I. Setbacks from property lines;**
- J. Driveways and parking areas;**
- K. Such other additional information as deemed necessary by the on-site sanitary official to process the application**


***Any documents that have stamps from prior to the submittal date will not be accepted.**

Sample Proposed Site Plan

Key Points

- Include existing AND proposed system components – clearly labeled
- Two measurements to the tank from two adjacent property lines
- All property dimensions
- All existing structures
- Include trench detail – or [fillable form](#)
- Plan must scale
- Coordinate with Building Plans Designer





Final Acknowledgements Form

Final Acknowledgment Form Requirements:

- Handwritten Signature
 - E-signature only accepted via DocuSign or approved equivalent
- Permit Number
- Photo ID for signature verification
- Date
- If applying as contractor:
 - Contractors License Number
 - Worker's Comp Policy Number and Policy Name (this information is NOT kept on file)



Front

Town of Paradise
Community Development Department
Building Resiliency Center
6295 Skyway
Paradise, CA 95969
(530) 872-6291 x411

Building Permit Final Acknowledgement

Permit No: _____

LICENSED CONTRACTORS' DECLARATION:

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Sec. 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: _____ License No: _____ Contractor: _____

OWNER BUILDER DECLARATION: (Please select all that apply)

This is my **primary** residence I intend to **rent or sell** this property

I hereby affirm under penalty and perjury that I am exempt from the Contractor's License Law for the following reason(s). (Sec. 7031.5, Business Code.) Any city or county which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 commencing with Sec. 7000) of Division 3 for the Business and Professions Code or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Sec. 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.00):

I, as owner of the property, or my employees with wages as their sole compensation, **will do the work, and the structure is not intended or offered for sale or rent** (Sec. 7044, Business and Professions Code: The Contractor License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale).

I, as owner of the property, **am exclusively contracting with licensed contractors** to construct the project (Sec. 7044, Business and Professions code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law). **No work shall be completed by the owner.**

I am exempt under Sec. _____, B. & P.C. for this reason _____

Owner Signature: _____ Date: _____

Working together to rebuild a thriving community.

Complete if Contractor

Complete if Owner/Builder



Back

Town of Paradise
Community Development Department
Building Resiliency Center
6295 Skyway
Paradise, CA 95969
(530) 872-6291 x411

WORKERS COMPENSATION DECLARATION:

I hereby affirm under penalty of perjury one of the following declarations: (**Contractors and Owners, please select the applicable statement below**)

I have and will maintain a **certificate of consent to self-insure for workers'** compensation, as provided for by section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I **have and will maintain workers' compensation insurance**, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier: _____ Policy No: _____

I certify that in the performance of the work for which this permit is issued, **I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California**, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the labor code, I shall forth with comply with those provisions. (owner builder only, effective 1/1/2028)

WARNING: Failure to secure worker's compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

I certify that I have read this application and state that the above information is correct. I agree to comply with all Town and County ordinances and State law relating to building construction and hereby authorize representatives of the municipality referred to herein, to enter upon the above-mentioned property for inspection purposes. NOTE: This permit shall expire and become null and void after one (1) year from the date of issuance of said permit.

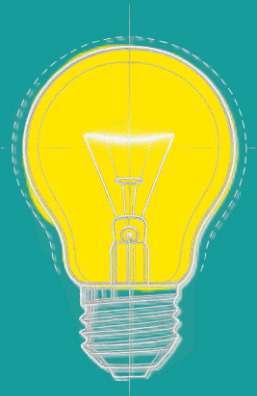
Owner/Contractor Signature: _____

Print Name: _____ Date: _____

DocuSign or Photo ID required for signature verification

Working together to rebuild a thriving community.

All to complete



Pro Tip!

If you fill this form out with the same information regularly, you can make a template that only needs a permit number and current date each time.

Inspections & Requirements to Final



What is On-Site Inspection

- Ability to schedule inspections in GovWell
- Do not cover work until inspected
- Upload As-Built within 10 days of final inspection
- Pump systems require an electrical inspection
 - Electrical permit required for MFH or Completed/standing homes
- Building sewer connections to be uncovered prior to final of the building permit

***Compaction Report will be required for any abandonment with dirt that is within 5' of building or footings.**

Scheduling Inspections In GovWell

Inspections can be requested as late as 11:59 pm the day prior

Details Files **Inspections** Property Activity Contacts Fees

Inspections 6 Inspection Attempts 6

Inspections

One

<input type="checkbox"/>	#	Type	Inspector	Status	Notes	Attempts	
<input type="checkbox"/>	1	WW -Site Visit	No Inspector Assigned	Not Requested	-	0	⋮
<input type="checkbox"/>	2	WW -Water Tightness	No Inspector Assigned	Not Requested	-	0	⋮
<input type="checkbox"/>	3	WW -Tank	No Inspector Assigned	Not Requested	-	0	⋮
<input type="checkbox"/>	4	WW -Leach Field	No Inspector Assigned	Not Requested	-	0	⋮
<input type="checkbox"/>	5	WW -Wastewater Final	No Inspector Assigned	Not Requested	-	0	⋮
<input type="checkbox"/>	6	WW -Tank Abandonment	No Inspector Assigned	Not Requested	-	0	⋮

[Request](#)

Request Inspection: WW - Risers

Requested Inspection Date *

Notes
e.g. I will be home between 2pm and 4pm.
You may add some notes on behalf of the applicant.

Contact - First Name *

Contact - Last Name *

Contact - Phone Number *

AM/PM *
 AM: 8:00 AM -12:00 PM PM: 1:00 PM -4:00 PM

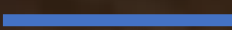

[Cancel](#) [Request inspection](#)

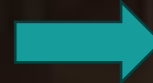


As-Built Requirements

Key information required on an As-Built :

To create an accurate As-Built drawing, please provide precise & accurate distances and measurements of all site plan requirements drawn to scale:

- North Arrow, slope and scale: 1" = 20' scale
- Property Lines: include dimensions
- All Existing Structures, road(s), driveways
- **Septic tank location:** Correct orientation, location of access ports. (inlet/outlet)
- Label and include measurements for all transport lines (building sewer, effluent line, tightlines)
- **Tightline (TL)**  **Leach lines (LL)** 
- Exact location of leach lines, D-boxes.
- Include trench detail, clean outs, valves, piezometers etc.
- Other features: Wells, streams, easements, etc [See Table 3.1 of Onsite Manual.](#)



Include 2 measurements to tank from 2 adjacent property lines.

NOTE:

Re-use of old As-Builts for new As-Built will not be accepted.

As-Built Requirements PT 2

As-Builts are required to final a septic permit. (LAMP Chapter 1.3.B)

As-Builts must show the entirety of ONLY the work you have done, except for showing connections to existing components.

Once on 'Upload As-Built' step in the GovWell workflow, you have 10 days to upload an As-Built.

If no As-Built is uploaded, a 30-day notice will be sent out.

If no As-Built is uploaded within 30 days of the dated notice, the citation process will begin. Citations begin at \$100.00 and escalate up to \$200.00 to \$500.00 per day.

Penalties & Infractions

- ***Starting work without a permit – Double fees will apply (PMC 13.04.060B)**
- **As-Built Required Infraction – 10 days to submit as-built before a 30-day notice is sent.**
- **Unresolved Corrective Action – Will incur an infraction and later a citation.**
 - **Only applies to Corrective Actions on a standing home, a building project that has not applied for septic, or a concern for health and safety (even on vacant lots).**

***Certain emergency situations as defined by the LAMP may allow our onsite official to grant a more immediate start date.**



Thank you!

Slides available for reference at
<https://www.townofparadise.com/septic/page/wastewater-stakeholder-meeting>