



Cowlitz County Health & Human Services Department

Environmental Health Unit
 207 Fourth Avenue North, Kelso, WA 98626
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www.co.cowlitz.wa.us/hhs

OSS DESIGNER CHECKLIST

Project Address: _____ Parcel No.: _____ Parcel Size: _____

Name: _____ Choose one: Owner Applicant Authorized Agent

Designer: _____ #Bedrooms: _____ Water Supply: Public Well (choose one)

Installation: New Table XI Repair Modification Expansion

Treatment Level (choose one): A B C D E N

Supplemental Requirement(s) (choose all that apply): Subsurface Drip Commercial Method II DOH Waiver

Multi-Family High Strength Waste Large Flow (1000-3500gpd) Winter Water Test County Waiver

DESIGNER INITIAL	REQUIREMENTS	STAFF INITIAL
	1. Completed EHU Master Application*, including parcel # and address. (N/A if application is made online)	
	2. A Cowlitz County Planning Certification form had been completed (please circle: yes or no).	
	3. The Designer Evaluation meets the submittal requirements of WAC 246-272A-0200.	
	4. Name & Address of property owner and applicant on each page of submission. [WAC 246-272A-0200(1)(a)(i)].	
	5. Each page of submission is stamped, signed, and dated by a Washington State Professional Engineer or Onsite Wastewater Designer, excluding un-modified cut sheets [RCW 18.210.130, WAC 196-33-500]. (The Soil Log/Evaluation Report may be completed by a soil scientist.)	
	6. Numbered Soil Log/Evaluation Report dated and attached with texture, structure, and other soil characteristics.	
	7. A site plan is attached and shows the following: <ul style="list-style-type: none"> a. Well is shown with 100' sanitary boundary and utilities delineated. b. General topography and /or slope are shown on the parcel for the applicable areas. c. Components are shown (septic tank, pump chamber, transmission main, etc.) d. If applicable, the existing septic system shown (tank & drainfield). 	
	8. Applicable worksheets are attached (i.e. sand mounds, SDS, Glendon pods, etc.)	
	9. The site is ready for inspection: <ul style="list-style-type: none"> • Clear and concise directions to inspection site are provided (if necessary). • Entrance to property is clearly marked • Primary & reserve areas are staked/flagged and labeled** • Test pits are open and labeled with at least two soil logs within / immediately adjacent to the primary and reserve area; test pits match the soil log 	N/A

Comments: _____

Permit Number (For official use) _____

* Not required for online application.

** If the site is constricted and horizontal setback are in question, we reserve the right to have the designer re-stake the area.

For more information, contact OMseptic@co.cowlitz.wa.us. Permit intake and issuance hours are Monday through Thursday, 7:30 am – 5:30 pm.