



Septic Permit Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

www.co.hubbard.mn.us/environmental.htm

Septic Permit Fees: Fees on denied applications are non-refundable. Make checks payable to "Hubbard County Auditor/Treasurer".

a. Residential sewage system per dwelling unit (new or alteration).....	\$120.00
b. Maximum residential sewage system fee possible.....	\$275.00
c. Drainfield extension.....	\$ 60.00
d. Tank replacement, addition, relocation.....	\$ 60.00
e. Additional septic line connected to system.....	\$ 60.00
f. Commercial sewage system per structure.....	\$120.00
Maximum fee possible.....	\$275.00
g. Commercial design flow over 1,000 gallons per day.....	\$275.00
h. Privy.....	\$ 90.00
i. Sanitary reinspection fee.....	\$ 75.00
After-the-fact permits.....	4x normal fee thereafter

FAQs

When is a septic permit required?

A septic permit is required whenever a septic system is installed, replaced, altered, repaired or extended. Increases in the number of bedrooms, max. occupancy, or volume of sewage being generated beyond that for which the septic system was designed require permits and upgrading of the system.

What work does not require a septic permit?

Repair or replacement of pumps, floats, or other electrical devices of the pump or baffles in a septic tank, or repair of collapsed or clogged building sewer lines.

Can I install my own septic system?

Yes. However, it is highly recommended that you have a licensed contractor install your system. Septic system installations are very technical and involve a significant learning curve to be done properly. Quite often, the anticipated cost savings by installing your own system are not realized. Please view the septic self-install guide on our website if you are considering installing your own system.

What is the process for obtaining a septic permit?

1. A licensed septic professional must visit the property and generate a septic system design.
2. The septic system design is submitted to the Environmental Services Department (ESD).
3. Once a design is approved by ESD staff, a septic permit application can be submitted to the ESD.

I have a septic permit. Now what?

The work being done to your septic system must be inspected by the ESD before the system is covered up.

Inspections are performed Monday through Friday on days when the courthouse is open.

You must call the ESD by no later than 9:30 a.m. on the day you plan on installing the system to schedule an inspection appointment. When you call, be sure to be able to answer the following:

1. Property owner name
2. Tax parcel number of property
3. Date and time you would like the inspection
4. Contractor's name and license number
5. Permit number
6. Is a pressure test needed?
7. Directions to the property IF it is difficult to find.

A County septic inspector will then meet you or your contractor onsite at the scheduled time to inspect the installation. If the system passes, a certificate of compliance will be issued to the system and you are finished. If the system does not pass inspection, the inspector will notify the installer(s) of what is not correct. If the inspector must revisit the property to finish inspecting the system installation after the corrections are made, a reinspection fee will be charged.



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This form must be legibly completed in INK.

Applicant name(s): _____ Date: _____

Owner name(s) (if different from applicant): _____

Mailing address: _____

E911 property address: _____

Phone: _____ Alt. phone: _____ Email: _____

Tax parcel number(s): _____; _____; _____; _____

Legal description: _____

Sect: ___ Twp: ___ Rng: ___ Lake/river name: _____ Is this request after-the-fact? ___ Yes ___ No

Check applicable boxes and answer items in **“bold”**:

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> new septic on bare lot | <input type="checkbox"/> in ground | <input type="checkbox"/> rock |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> new septic replacing an old septic | <input type="checkbox"/> pressure bed | <input type="checkbox"/> chambers |
| <input type="checkbox"/> # existing tanks | <input type="checkbox"/> enlarge existing septic (undersized) | <input type="checkbox"/> mound | <input type="checkbox"/> SB2 (gravelless) |
| <input type="checkbox"/> # new tanks | <input type="checkbox"/> repair/replace failing septic | <input type="checkbox"/> at grade | <input type="checkbox"/> EZ Flow |
| <input type="checkbox"/> # bedrooms | <input type="checkbox"/> new additional septic on lot | <input type="checkbox"/> privy | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> maximum occupancy | | <input type="checkbox"/> holding tank | |

of water-using appliances (installed or anticipated: e.g. automatic washer, dishwasher, water conditioning unit, whirlpool bath, garbage disposal, or self-cleaning humidifier in furnace. **Note:** A dishwasher with a built-in garbage disposal counts as two (2) water-use appliances.)

Applicant Statement

I have read and fully understand the above instructions. I am the fee title owner of the above described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed septic permit application. The applicant or agent hereby makes application for a septic permit agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant agrees that application, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making application for a septic permit, applicant grants permission to Hubbard County, at reasonable times to enter landowner's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. Applicant agrees to indemnify and hold Hubbard County harmless from any and all claims, losses, damages, costs and/or charges that may be asserted against or incurred by the County due to any failure or alleged failure of the property owner to conform to and comply with the provisions of the ISSS Ordinance, including any and all costs and/or attorneys fees incurred by the County in defending and/or responding to any such claim. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the septic permit based upon the supplying of inaccurate information.

Signature of applicant(s): _____ Date: _____

Application Checklist (be sure to include all of the following):

1. complete, signed application form.
2. authorized agent form, if applicant is not owner.
3. copy of the septic system design.
4. payment for the application fee.
5. written directions to the property (if it is difficult to find.)

Note: Any change in project plans must be reported to and approved by the ESD.

The applicant is responsible for securing any other local, state, or federal permits that may be required.