



# Clallam County Department of Health and Human Services

Environmental Health Services • Mailing Address: 111 E. 3rd Street • Port Angeles, WA 98362  
Physical Address: 223 E. 4th Street, Room 130 • Port Angeles, WA 98362  
Phone: 360-417-2506 • Fax: 360-452-9795

## INSTALLER'S APPLICATION (New and Renewal)

Please complete this application and submit to the Environmental Health Office along with documents listed below and payment.

- 1) \$440 Annual Certification Fee Primary Installer (\$278 for each additional Site Installer)
- 2) A copy of your current General Business Liability Insurance
- 3) Proof of current Contractor's Bond (\$6,000 minimum)
- 4) Proof of 4 hours Continuing Education Units (0.4 CEUs) obtained during previous certification period. 8 hours (0.8 CEU's) required for new applicants.
- 5) Proof of passing exam results through WOSSA (new applicant only).

### NO CERTIFICATE WILL BE ISSUED WITHOUT ALL OF THE ABOVE

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ OK to put on list? Yes \_\_\_ No \_\_\_

Business Telephone #: \_\_\_\_\_ FAX# \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ OK to put on list? Yes \_\_\_ No \_\_\_

Owner's Name: \_\_\_\_\_

Installer's Name: (Primary installer) \_\_\_\_\_

Site Installer's Name(s): \_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

*Please do not write below this line*

\_\_\_\_\_ *General Liability Insurance*

\_\_\_\_\_ *CEUs Received Primary Installer*

\_\_\_\_\_ *Bond*

\_\_\_\_\_ *CEUs Site Installer(s)*

\_\_\_\_\_ *Installer's Test Passed*

\_\_\_\_\_ *Site Installer's Test Passed*

|                |
|----------------|
| cc Acct: _____ |
| Sprdsht _____  |
| List _____     |
| Scan _____     |
| Cert _____     |
| Sent _____     |

Fee Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: If you are making application as a new Installer contact the Northwest On-Site Wastewater Training Center at (253)770-6594 or **Wossa.org**. The training center is sponsored by Washington On-Site Sewage Association (WOSSA) and the Washington State Dept. of Health in Cooperation with the Washington State University. The center is located at 7612 Pioneer Way E., just west of Puyallup, Washington. WOSSA Proctors the Installer Exam for Clallam County.

New Septic System Installer's Information Packet

New Installers;

All new installers must meet with a Clallam County Environmental Health Onsite sanitarian to discuss codes and expectations for installing septic systems in Clallam County.

**New installers must have at least 6 months, experience in design, pumping, installing or maintaining septic systems prior to licensing.** If the applicant has no experience, then contact WOSSA (at WOSSA.org) to inquire about working with an established installer to obtain the minimum 6 months experience required. New installers with the required 6 months of experience may be licensed to install conventional gravity only for the first year and must take courses to install any other type of septic system, including but not limited to pressure, mound, or proprietary device septic systems. All installers who wish to install septic systems designed with proprietary components must first be approved by the manufacturer in order to install those septic systems.

New installers must take (at a minimum) the following courses given by Washington State Onsite Sewage System Association (**WOSSA**) prior to taking the exam:

- Basics of Installation-O&M friendly design and install or equivalent.

The following are highly recommended but not required:

- Pathogen Exposure
- Troubleshooting failures

New installers and new site installers must take and pass a Clallam County Installers 2 exam, WOSSA will proctor the exam; the installer may have to travel to Puyallup to take the test at the WOSSA facility. **It is the installer's responsibility to make sure he/she takes the appropriate exam; ask for the Clallam installer exam.**

For Installers who are or have been licensed in other counties please submit a list of counties you are currently licensed or where you have been licensed. Provide either a letter or email from a local Health Jurisdiction Sanitarian stating that you are or have been in good standing with their county.

Clallam County Licensed Installers must be familiar with the following codes and Policies:

WAC246-272A

Clallam County Onsite Code Chapter 41.20

Clallam County Policies

Washington State Recommended Standards and Guidance documents

Washington State Registered list

## Links to important information

### **County On-site Code CCC41.20**

Go to [www.clallamcountywa.gov](http://www.clallamcountywa.gov)

Services

County Code

Clallam County code

Title 41 Board of Health Regulations, Chapter 41.20

### **State Regulations – 246-272A WAC**

Go to [www.doh.wa.gov](http://www.doh.wa.gov)

Community and Environment

Wastewater Management (...more)

Rules and Regulations

On-site Sewage Systems, 246-272A WAC

### **Basic Principles of On-site Sewage** – Dept of Health Publication

Go to [www.doh.wa.gov](http://www.doh.wa.gov)

Community and Environment

Wastewater Management (...more)

Forms and Publications

Technical Information and References, Basic Principles of On-Site Sewage

### **Training Opportunities**

Washington On-Site Sewage Association [www.wossa.org](http://www.wossa.org)

### **Clallam County Code for Onsite Chapter (CCC) 41.20.110 Installation.**

---

(1) The Health Officer shall require approved installers to construct OSS, except as noted under subsection (2) of this section. Licensed installers shall meet all requirements of this chapter and install systems as per WAC [246-272A-210](#).

### **Clallam County Code for Onsite Chapter (CCC) 41.20.110 Installation.**

---

(1) The Health Officer shall require approved installers to construct OSS, except as noted under subsection (2) of this section. Licensed installers shall meet all requirements of this chapter and install systems as per WAC [246-272A-210](#).

(2) The Health Officer may allow the resident owner of a single-family residence not adjacent to a marine shoreline to install a conventional gravity-type OSS for that single-family residence if they meet all the following:

(a) May install no more than one system in any one calendar year.

(b) The OSS installer owns or has a beneficial interest as a contract purchaser of the land on which the OSS is to be installed.

(c) The OSS is either located on the same lot as the residence or situated on adjoining property controlled by the owner and legally listed as an encumbrance.

- (d) The OSS installer will reside in or use the building served by the OSS.
  - (e) The Health Officer may require written examination of resident owners when considering applications for self-installation.
- (3) Persons engaged in the business of buying, selling, and constructing homes or land shall not qualify.
- (4) All persons employed to construct, install, or alter a sewage disposal system shall be employees of a licensed installer.
- (5) The installer described by either subsection (1) or (2) of this section shall:
- (a) Follow the approved design;
  - (b) Have the approved design in possession during installation;
  - (c) Make no changes to the approved design without the prior authorization of the licensed designer and the Health Officer;
  - (d) Only install septic tanks, pump chambers, and holding tanks approved by the WDOH;
  - (e) Be on the site at all times during the excavation and construction of the OSS;
  - (f) Install the OSS to be watertight, except for the soil dispersal component;
  - (g) Cover the installation only after the Health Officer has given approval to cover; and
  - (h) Backfill with six to 24 inches of cover material and grade the site to prevent surface water from accumulating over any component of the OSS.

**CCC 41.20.120 Installation inspection.**

---

- (1) The Health Officer may make inspections during construction to determine compliance with this chapter.
- (2) Prior to the installation of any on-site sewage system, the Health Officer shall be notified by the installer of the permit number, site location, date, and time that the work is to be performed and shall request an inspection. The system may not be covered prior to this inspection except as noted in subsection (3) of this section. The licensed designer shall submit a record drawing according to the requirements in WAC [246-272A-0265](#) of the final construction within 10 days of final cover of the system. The record drawing shall be on a form approved by the Health Officer.
- (3) No part of any on-site sewage system installation shall be covered or put into use until inspection and final approval have been obtained from the Health Officer. The Health Officer may waive this inspection requirement provided the installation has been performed by a licensed installer as per this chapter and WAC [246-272A-0260](#); provided, that the licensed designer of the on-site sewage system, as certified under Chapter [18.210](#) RCW, performs the inspection; except as noted in subsection (4) of this section. Requests for waiver from inspection should be submitted to the Health Officer prior to covering of the system. Final approval of on-site systems by the Health Officer can be made only after satisfactory inspection of the installed system, and receipt of record drawings of the final construction, and all appropriate fees received by Environmental Health Services.
- (4) A final inspection shall not be acceptable from a licensed designer if the installation firm has financial ties with the licensed designer of the system. In such cases, Environmental Health Services must perform the final inspection of the installation.
- (5) Any on-site sewage system installed, covered, or put into use without proper notification of or inspection by the Health Officer, except as provided for in subsection (3) of this section, shall be uncovered for inspection if so ordered by the

Health Officer. The decision of the Health Officer not to require uncovering for inspection shall not be construed as approval of the installation of the on-site sewage system.

(6) If installation or workmanship of the on-site sewage system does not meet the requirements of this chapter, the Health Officer shall order corrections and cause a subsequent inspection to be made. Fees may be charged for subsequent inspections.

(7) Designer Inspections. Nothing contained herein shall prohibit the licensed designer of record from requiring additional designer-performed inspections to ensure compliance with design and regulation.

**CCC 41.20.200 General requirements for licensure.**

(1) License holders are required to provide services in compliance with Chapter [246-272A](#) WAC and this chapter.

(2) License holders are required to notify Environmental Health Services of septic system failures when identified.

(3) Environmental Health Services reserves the right to observe, audit, or inspect the on-site sewage related activities of license holders.

(4) Licenses are not transferable.

(5) Any person having been issued a license is required to notify the Health Officer of any change in business address.

**CCC 41.20.210 Sewage system installer.**

(1) Licensing. It shall be unlawful for a sewage system installer to engage in the activity of installing on-site sewage systems without being issued a septic system installer's license by the Health Officer.

(a) The Health Officer or designee shall determine, by written and/or oral examination, the applicant's knowledge of public health problems involved in the treatment and dispersal of sewage and necessary standards of design, construction, and installation.

(i) Persons attempting but failing to pass the test may retake it after 30 days.

(ii) After two consecutive failures, they must wait one year before reapplying.

(iii) Requirements for license to install conventional systems only: provide proof of approved training in installation, i.e., basics of installation class, and one year's prior experience installing septic systems.

(iv) Requirements for license to install alternative systems: in addition to the above requirements, provide proof of approved training received for installation of each specific type of alternative septic system.

(2) The installer's license shall expire on December 31st. Fees are not prorated.

(a) The original license and each renewal shall require a completed application on a form furnished by the Health Officer and payment of the prescribed fee.

(b) Licenses shall not be issued or renewed if the applicant is found by the Health Officer to be in violation of the provisions of this chapter.

(c) Applicants requesting renewal after license has lapsed for more than one year may be required to retake the exam and/or submit proof of continuing education credits.

(3) Site Installer. A licensed sewage system installer may sponsor a site installer to be responsible for compliance with WAC [246-272A-0250](#)(3). The licensed installer shall inform the Health Officer of the site installer's name(s) and of any changes in that individual's employment status. Site installers must have two years' experience working with a licensed installer and maintain their annual license including obtaining CEUs as specified in subsection (5) of this section.

(4) Bond Required. Prior to the issuance of a sewage system installer's license, the applicant must be in possession of a bond obtained in accordance with the special or general contractors laws of the State of Washington and provide proof of business liability insurance in the minimum amount of \$500,000, except site installers working for or under the direction of a general contractor who is also a licensed installer may have this requirement waived if the general contractor provides a written statement indicating their assumption of responsibility for the individual's work and agreement to coverage of the individual by the general contractor's bond and liability insurance.

(5) Continuing Education. Unless waived by the Health Officer, every installer is required to obtain at least eight hours of approved training time (0.8 CEU) every two years. Subject matter must be directly related to on-site sewage disposal and be acceptable to the Health Officer. Proof of training shall be submitted annually with application for renewal of license.

(6) Suspension – Revocation. The Health Officer may suspend or revoke any installer's license if there has been a finding of incompetence, negligence, willful misrepresentation, or failure to comply with this chapter or other applicable laws, rules, and regulations. The installation of a sewage system for which a permit has not been obtained shall be cause for the suspension or revocation of an installer's license. An installer whose license has been revoked shall be ineligible to reapply for relicensing until 60 days have passed from the date of revocation of the license.

## CLALLAM COUNTY START NOTIFICATIONS

### Call Designer

and

Call Clallam County at 360-417-2506 a minimum of 24-48 hours prior to installation

Leave the following information:

- Your name and name of company
- Name of Owner on the permit
- Septic Permit Number (SEP)\*
- Designer
- Type of System
- When you will start (date and time)
  
- **As stated in WAC 246-272A a licensed installer or site installer must be on site at all times during septic system installation.**
- Installers must have the signed approved septic permit & plans on the site at all times, which includes the design face page with the Clallam County EH staff person's signature. Check lower left for signature, date approved, expiration date. \*Never start a job with only the preliminary plans.
- Installers must also call in when system is ready for final-360-417-2506
- First time installers must have inspection before cover by county staff. Homeowner installs must have an inspection by county staff.