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Lake County Environmental Health

On-Site Wastewater Treatment System Transfer of Title Inspection Instructions

These instructions are for homeowners and inspectors completing the onsite wastewater treatment system (OWTS) inspection report for a TRANSFER OF TITLE ACCEPTANCE DOCUMENT. **The first page of the report must be completed and signed by the homeowner or the person acting as the homeowner’s agent.**

IMPORTANT: Not all systems require an inspection. Please see the list of qualified exemptions. **The process for issuing a property transfer of title acceptance document takes approximately 10 business days from the time the report is submitted to LCPHA; the inspection report should be submitted to LCPHA at least 2 weeks prior to the closing of the sale.**

OWNER INFORMATION SECTION

The box at the top of the first page of the report **MUST** be filled out completely. The system inspection report must be less than 365 days old.

SECTION I. GENERAL INFORMATION

*This section **MUST** be completed and **SIGNED** by the **homeowner or the homeowner’s agent***

1. Determine the age of the OWTS through existing permit(s). List the years for each component including septic tank(s), absorption bed(s) and other (pump tanks, ATU, etc.).
2. Mark “Yes” or “No” if the property served by the OWTS has a water softener, garbage disposal, or grease trap.
3. Mark “Yes” or “No” if the property is residential, commercial, has a water-flow meter, or is a home business (include type).
4. **This is a PASS/FAIL criterion. List all structures on the property that have bedrooms and/or plumbing including studios, garages, barns, offices, or other outbuildings with plumbing.** List the current number of bedrooms in the main home and other structures that have bedrooms, the number of bedrooms listed on the most recent OWTS permit, and the number of bedrooms listed in the Lake County Assessor’s records. Also include if the home is currently unoccupied; if so, for how long.

Assessor’s records can be found at <http://www.lakecountycolorado.com/assessor/>

***Note:** If the current number of bedrooms in the home or number of bedrooms listed in the assessor’s records is **GREATER** than the number of bedrooms noted on the most recent OWTS permit, it will result in a “**FAIL**,” and LCPHA will not accept the inspection report until the discrepancy is resolved. Call LCPHA for assistance.*

5. Note if a sewage backup has ever occurred inside the home.
6. List any known repairs made to the OWTS, even if they were done without a permit.
7. Note if a service contract is in place for system components, such as an aerobic tank, chlorinator, pump maintenance, tank pumping or effluent filter cleaning schedule; include the name of the servicing company and provide a copy of the service contract with the inspection report.
8. List the date of the last septic tank pumping, previous to the current inspection, and the frequency with which the septic tank is pumped (e.g. once per year, every two years, etc.). Note the name of the pumping company and attach available receipts (required per State Regulation 43).
9. Note if the water to the property is supplied by a well.
10. Note if a water sample test was taken for potability and if the water sample passed or failed.

Expired title of transfer acceptance document cannot be accepted. If the original inspection report is less than 365 days old, it may be used to apply for a new **title of transfer acceptance document**.

SECTION II. SYSTEM TYPE – Sections II-IV must be completed and signed by the inspector.

1. List the type (e.g. concrete, plastic), manufacturer, and capacity of the septic tank or write in “unknown.”
2. List the capacity of the lift station (i.e. pump tank) if applicable, or write “N/A.”
3. List the type of secondary tank utilized if applicable, or write “N/A.”
4. List the capacity of the secondary lift station if applicable, or write “N/A.”
5. Mark the type of soil treatment unit utilized (i.e. absorption bed, trenches, chambers, drip irrigation, ET, etc.).
List the soil treatment area in square feet.
6. If there is a vault **ONLY**, list the type, manufacturer, and capacity.
 - Check if the warning device is a “Pass” (i.e. is present and functioning) or “Fail.”
 - Note the location of the warning device.
 - Check if pumping receipts “Pass” (i.e. are available and will show that the tank is pumped frequently, permitting all wastewater to go into the vault and pumped out before filling to capacity) or “Fail.”
7. List any additional components of the OWTS.
8. Note if any greywater discharge is observed and where it is noted. If surface greywater discharge is observed, mark “Fail.”

SECTION III. EVALUATION PROCEDURES

The NAWT (National Association of Wastewater Technicians) inspector must walk through the home to verify the current number of bedrooms. Inspectors must use the following definition for a bedroom: *A room designed for sleeping, with a closet and an egress window. Habitable rooms are not less than 7 ft long on at least one wall. Basement bedroom windows must meet local egress code.*

The number of bedrooms currently in the house must not exceed the number of bedrooms listed on the most recent Lake County OWTS permit for the property.

1. Note the number of current bedrooms counted (according to the definition above) and if that number doesn't exceed number on OWTS permit (i.e. Pass) or does exceed the number on the OWTS permit (i.e. Fail).
Note: any structures, other than the main house, on the property that have plumbing (YES/NO). If “YES”, all structures must be verified as connected to the OWTS and approved to be connected from Lake County permit records. If they are not, the report is a failing inspection and must be noted as “Unacceptable” with comments on inspection results of OWTS-Item #16.
2. Note if the septic tank was located, accessed, and opened.
3. Note if the tank cover is secured.
4. Note if the tank seal was checked for integrity.
5. Note if any indications of previous failure, such as past repairs to the tank, were made.
6. Note if the tank lid integrity was inspected and if the sludge and scum layer in the tank was measured.
7. Note if the effluent filter was inspected.
8. Note if a diverter valve is utilized for a two-bed system (YES/NO).
9. If a diverter valve is installed note if it is operational (PASS/FAIL).
10. Note if an operation test was run, how many gallons of water were added to the tank, and if water flowed back into the tank. A maximum of 100 gallons of water should be added per bed during an operation test. **If there is a two-bed or multiple-bed system with a diverter valve, an operation test must be conducted on all absorption beds and noted on the inspection report.**
11. Note if the primary septic tank was pumped and how many gallons were pumped out. **The septic tank must be pumped in order to conduct a complete inspection of the tank interior. If the septic tank is not pumped, the inspection report will be considered a failed inspection.**
12. Note if the condition of the septic tank and the inlet and outlet tees were inspected, and comment on the condition.
13. Note if a dosing, pump tank or advanced treatment unit (ATU) is utilized and whether the condition was checked.
 - a. Check the condition of the tank and note comments

- b. Check if the pump (dosing or pump tank only) is elevated off of the tank bottom.
 - c. Check if the pump (dosing or pump tank only) is working. If not, mark “Fail.”
 - d. Note if a check valve or purge hole is present.
 - e. Note if a high-water alarm float is present.
 - f. Check the alarm float. If alarm float doesn’t work, mark “Fail.”
 - g. Mark the type of alarm utilized.
 - h. Inspect electrical components to ensure they are satisfactory.
 - i. Note if the pump/ATU tank was cleaned out. If not mark “Fail”
 - j. For ATU, note if the motor is working or not, if not working, mark “Fail”
 - k. For ATU, note if there is a current operation & maintenance agreement/contract in place.
14. Check if the treatment area was probed and if excessive moisture, odor, and/or effluent were present.
- a. Check to see if the area of the system is properly graded and not subject to serious erosion, such as channeling or gullying. No portion of the system may be uncovered or exposed.
 - b. Mark “Yes” if the system is located in a corral; under a driveway, parking lot or other structure; or otherwise subject to compaction. If not mark “No.”
 - c. Note if there is any indication of previous failure, such as excessive growth in one area, organic deposit, erosion, etc.
 - d. Note if any visible seepage of effluent is present on absorption field. If so, mark “Fail.”
 - e. Mark “No” if the area of the system is well-vegetated with grasses, weeds, and wild flowers, with only an occasional small shrub. If the area is heavily vegetated with shrubs and/or trees to the extent that it will allow root infiltration into the system, mark “Yes.”
 - f. Note if the system area contains heavy saturation in the gravel or media area by probing or observing inspection ports.
 - g. Note if effluent is being distributed evenly in the system area.
 - h. Note “Yes” if snow cover is present to the extent that it would limit the inspector’s ability to properly evaluate the system.
 - i. Note if irrigation is present on the field such as water sprinklers.
15. Note the distance from any well to the closest edge of the system area, measured in linear feet.
16. Note inspection results as “Acceptable” or “Unacceptable.” Note if repairs to the OWTS are required, and explain the repairs required. All instances of failure and malfunction required to be documented with photographs. Attach repair photographs to inspection report. Note if an entire system replacement is required or if further exploratory work is required.

SECTION IV. SKETCH OF THE SYSTEM.

Make an accurate sketch of the entire system that shows a north arrow and the location of the dwelling or structure with two triangulated distance measurements to the septic tank lid(s) or GPS coordinates. Include sewer location to structure, septic tank(s), lift station, and soil treatment area. Include all pertinent setback locations, such as lakes, rivers, irrigation ditches, and all water wells. *Note: LCPHA does NOT accept use of final drawings from existing permits, unless a copy is signed and dated by the inspector with a clear statement they have verified all locations and measurements to be true and accurate.*