



DENVILLE DIVISION OF HEALTH
1 St. Mary's Place
Denville, NJ 07834
(973) 625-8300, Ext. 260

Procedures for Installation/Repair/ Alteration of Septic Systems

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1. All work must be performed by a contractor who is licensed in Denville. *The Septic Contractor License Application* is available on the website.
 2. The contractor or engineer must contact the health department and inform us of the nature of the work. If it is a repair, skip to step #6.
 3. A soil log must be scheduled with the health department. Soil logs should be scheduled by the Engineer or Contractor. Please schedule all soil logs at least 48 hours in advance by contacting, 973-625-8300, extension 260.
 4. An engineer must perform a soil log. The fee is \$50 per test hole with a minimum of 2 holes. All soil logs must be submitted to the Division of Health within 14 days and sealed by a licensed professional engineer. Reports not filed within this timeframe will be deemed incomplete and void.
 5. An engineer must design the system.
 6. Three copies of the state application and 3 sets of plans must be submitted to the health department with the appropriate fees: \$150 for a residential review and \$250 for a commercial review. If you are performing a repair, the *Application Form for Submission of Septic Repairs* and a fee of \$100 must be submitted.
 7. Once the plans are approved, the applicant must apply for a permit to install/alter a septic system. The appropriate fees must be submitted: \$200 for a residential system and \$400 for a commercial system. If the plans are rejected, a letter will be sent to the engineer and a copy to the homeowner. A revised plan must then be submitted for review. Please note that a revision fee of \$150 is required.
 8. The engineer must provide an as-built and complete Parts A & B of the Denville Standard Form for Certificate of Compliance. Your health department issued Certificate of Compliance will not be issued until these documents are received for the file.
 9. A Certificate of Compliance will be issued by the Denville Division of Health.