



## Town of Northborough

### Board of Health

63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5009 Office  
(508) 393-6996 Fax

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### **Process for Septic Replacement or New Construction**

1. Engineer or home owner will file soil testing application with fee.
2. Soil testing date is scheduled by Health Agent and Engineer.
3. Soil testing performed.
4. Soil logs submitted to the Board of Health office by Engineer.
5. Septic design plans submitted for plan review with application and fee.
6. Health Agent reviews septic design plans.
7. Health Agent contacts Engineer for plan revisions if necessary.
8. Any variances that may be sought must go before the Board of Health for approval at the next scheduled Board of Health meeting. Note: Plans are usually presented to the Board of Health by the Engineer.
9. Permit issuance by Health Agent.
10. Permit must be signed by either: the home owner, the engineer, the installer or the agent for the home owner.
11. Licensed Installer will begin installation with pink copy of permit onsite.
12. Engineer and Health Agent will perform inspections as specified on permit throughout installation process.
13. Upon completion of system installation as-built septic plans must be submitted to the Board of Health office by the Engineer and the Installer.
14. Health Agent contacts Engineer or Installer as necessary for as-built revisions.
15. Once as-built septic plans have been approved the Health Agent will issue the Certificate of Compliance for the property.

### **Single Component Replacement (Septic Tank or Distribution Box Only)**

1. Title 5 Inspection report must be submitted by Licensed Title 5 Inspector showing reasons for replacement of single component.
2. Application for single component replacement with fee submitted to the Board of Health office.
3. Permit issued by Health Agent.
4. Permit must be signed by either: the home owner, the engineer, the installer or the agent for the home owner.
5. Licensed Installer will begin installation with pink copy of permit onsite.
6. Health Agent will perform inspection of septic tank or distribution box prior to backfill.
7. Licensed Installer will complete site work and submit installer as-built plan to Board of Health office.
8. Health Agent will review and approve as-built plan and issue a Certificate of Compliance.