



## Standard Operating Procedure

### Septic Contractor Requirements

January 8, 2019, Sept. 6, 2023, Nov. 11, 2023, January 30, 2025

What is needed for a septic contractor's license?

1. Passing score of 80% on St Mary's County septic contractor's test.
2. Probationary Period: Complete 3 Trial jobs inspected and approved by the Division of Environmental Health and done within 12 months of passing the septic contractor's test. Innovative systems will not be permitted to be completed during the trial period. **\*\*See note 1**
3. License fee paid after successfully completing the Probationary Period **\*\*See note 2**
4. St Mary's County septic contractor's licenses are to be renewed annually **\*\*See notes 2 & 3**

What is needed to install a Sand Mound system?

1. A St. Mary's County septic contractor's license
2. Passing score and completion of State Sand Mound class

What is needed to install an At-Grade Sand Mound system?

1. A St. Mary's County septic contractor's license
2. Passing score and completion of State At-Grade Sand Mound class

What is needed to install a BAT?

1. Completion of State required BAT installation course

**\*\*BATs can be installed as part of a trial job as long as the contractor is certified to install BATs through the State.**

What is needed to install all types of conventional septic systems?

1. St. Mary's County septic contractor's license
2. Completion and passing of sand mound, at-grade and BAT installers class
3. An approved installation permit from SMCHD prior to beginning any work
4. Inspection fee paid prior to inspection.

**Note 1:** All persons that perform Onsite Wastewater Services in Maryland must hold a current registration with the Maryland Department of the Environment.

**Note 2:** A St. Mary's County septic contractor licensing period follows the State fiscal year format which falls between July 1st-June 30th of the following year. Regardless of when the trial period is completed, and the license is obtained, the expiration will be June 30th of the current fiscal year.

**Note 3:** If a septic contractor was previously licensed by St. Mary's County but has NOT held a license in St. Mary's in the last 3 years, they must at a minimum retake the septic contractor's test.