



**Standard Operating Procedure
Request for a Septic Installation Inspection
December 20, 2022**

When requesting an inspection for a septic system that you installed, please follow the following procedures. An inspection will not be conducted if a septic installation permit has not been approved or payment has not been received.

Standard Septic Inspection (includes septic tank, BAT, drainfield, distribution box only and sand mound bed level check and distribution system)

Call the Environmental Health (EH) office 301-475-4321 and notify the Admin staff that you need to request an inspection. You need to provide the following information:

1. Property Address or Property ID
2. Date of inspection
3. Time of inspection

You must call in the inspection request at least the day before in order to guarantee that it will be completed on the day you requested. If you call in on the same day that you are requesting the inspection, we cannot guarantee that it will be completed that same day.

If your time of inspection changes, please notify the EH office immediately. If we are not able to accommodate the time you have requested, we will contact you and give you the time of when you should expect us.

If you are calling in an inspection after business hours, please leave a voice message and provide the information listed above.

Pre-construction meetings, Soil dryness checks, Pump checks, Sand Mound Plows, Holding tanks

Call the EH office 301-475-4321 to **schedule** these types of inspections. You need to provide the Admin staff with the Property Address or Property ID so they can transfer your call to the appropriate inspector. If they are not available at that moment, a message will be left for them and they will call you back within 2 business days.

The more notice we have, the better chance we have with accommodating your schedule

BAT inspections

If the BAT was not up and running during the initial inspection, you need to notify our office when it is so we can conduct an inspection. Use the same process as listed in the Standard Septic Inspection Section above.

Electrical Inspections

If the electrical inspection sticker was not onsite during our inspection, please drop off, mail or email a copy of the approved inspection sticker to smchd.env@maryland.gov