



**Standard Operating Procedure**  
**Submission of Septic Installation Permit Applications**  
**December 15, 2022 (effective date January 9, 2023)**

1. The permit application must be filled out by the St. Mary's County Licensed septic contractor. The permit application must be complete in order to be considered for review.
2. If there was an engineered/surveyed design and layout of the proposed onsite septic system (OSDS) completed (ie: new construction, Innovative systems), a copy of the approved plan must be submitted with the permit application. The copy must be a minimum 8 ½" x 11" that shows the layout of the OSDS.
3. In cases where an engineered/surveyed design was not required, a sketch must be submitted on either the enclosed Proposed OSDS form or you may use the County GIS map to create your sketch. Both must show the following items:
  - a. Existing house location
  - b. Existing well and waterline
  - c. Existing driveway
  - d. Closest Road with name
  - e. All existing structures in the proximity of the proposed OSDS
  - f. Proposed Septic tanks, Pump Pits (Label/size) and BATs (list name/size)
  - g. Disposal system (include forcemain, sewer line and drainfield lengths or when applicable, dimensions of pit or sand mound system)
  - h. Property lines
  - i. Include distances between the proposed OSDS and the following:
    - i. Property lines
    - ii. Existing structures
    - iii. Existing well and waterline
    - iv. Neighboring wells (can note >50' or 100')
  - j. Use of County GIS map for sketch
    - i. Only use County Base map when creating sketch, satellite images will not be accepted.
    - ii. Must include distances stated above under 3(i)
    - iii. Needs to include standard statement "I attest that the property lines have been verified and that the proposed OSDS is within those boundaries"
    - iv. Must be signed by the septic contractor and property owner
4. The permit application can either be mailed, emailed ([smchd.env@maryland.gov](mailto:smchd.env@maryland.gov)) or brought to the office.

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5. The permit application will be reviewed and if approved, payment for the permit application will be processed. A copy of the approved permit will be mailed, emailed or given to you directly. If the permit application is denied or needs revisions, you will be notified within 5 business days.
6. The approved permit application will serve as your permit for the installation of that specific OSDS and will be valid for 2 years from the date of issuance.