



Office Use Only: Record ID No. _____

Department of Health, Environmental Health Bureau Land Use Program

1270 Natividad Road, Salinas CA 93906 (831) 755-4505 (831) 759-8680 fax

Onsite Wastewater Treatment System (OWTS) Operating Permit Application

Property Owner (If an authorized agent is associated with this application, submit an Authorized Agent form)

Owner Name	Phone #	Email	
Owner Address	City		Zip Code

Property Information

Assessor's Parcel No. - - - 000	Lot Size (acres)	Site Address	
Related Record No. (SEA)	City		Zip Code

Service Provider(s)

<input type="checkbox"/> Service Provider	Name	License Type	Contract Start Date
<input type="checkbox"/> Liquid Waste Hauler	Phone No.	License No.	Contract End Date

Summary of Proposed Work (select all that apply)

- Alternative OWTS
 Onsite Treated Non-Potable Water System
 Haul Away System
 Non-Standard Conventional OWTS
 Other _____

- I/we understand and agree that an ongoing operating permit is a requirement of Monterey County Code, Section 15.20.140, in consideration of the method of wastewater treatment, dispersal and/or management that has been approved by the County of Monterey, Environmental Health Bureau (EHB), for the Property; and
 I/we understand and agree that applicable maintenance and/or monitoring reports shall be submitted to the EHB in accordance with the frequency specified by Monterey County Code, Section 15.20.150, Section 15.20.160, and/or methods approved by the Director of EHB; and
 I/we understand and agree that a valid service contract with a qualified OWTS professional registered with the EHB shall be maintained at all times. If the service contract is terminated without submitting a new or revised contract to the EHB, I/we understand and agree that it will be a violation of Monterey County Code, Chapter 15.20.140, and could be subject to enforcement and applicable fees.

*Note: All owners of record must sign application:

Owner's Signature: _____ Date: _____

Print Owner's Name: _____

Owner's Signature: _____ Date: _____

Print Owner's Name: _____

Authorized Agent's Signature: _____ Date: _____

Print Authorized Agent's Name: _____

Operating Permit Application Materials:

- ✓ Completed Operating Permit application
- ✓ Authorized Agent form, if applicable
- ✓ Grant Deed (to verify legal ownership)
- ✓ Copy of service agreement with a Qualified OWTS Professional or Licensed Liquid Waste Hauler, registered with the EHB.

Relevant Sections of Monterey County Code:

15.20.140 - Application requirements for OWTS operating permit.

A. An application for an OWTS operating permit shall be in writing, on an EHB-approved form. The application shall be signed by the owner of the property, or his or her authorized agent, and accompanied by payment of applicable fees as adopted by the Board of Supervisors. The application submittal shall include the following:

1. Property information, to include Assessor's Parcel Number and, if available, the subject property's street address;
2. Copy of most recent grant deed with the property's legal description;
3. Physical and mailing address and email of property owner and, if owner has authorized an agent, the mailing address and email of the agent;
4. If the application is signed by an agent, written agent authorization signed by the property owner;
5. Copy of current, executed O&M Service Agreement; and
6. Such other information as the Director determines is necessary to process the application.

B. Renewal of the operating permit shall be required annually, unless otherwise specified in the permit by EHB.

C. An application for renewal of a previously issued operating permit shall be in writing on an EHB-approved form. The application shall be signed by the owner of the property, or his or her authorized agent, and accompanied by payment of applicable fees as adopted by the Board of Supervisors. In addition to the requirements of this Section, the submittal shall also include the following:

1. An operating permit report summarizing all monitoring, inspection and service activities during the interval specified in the operating permit (e.g. one year);
2. If the application is signed by an agent, written agent authorization signed by the property owner; and
3. Such other information as the Director determines is necessary to process the application.

([Ord. No. 5403](#) , § 1, 6-13-2023)

15.20.150 - Operating permit requirements for OWTS and OTNWS.

A. Operating permits are intended to serve as the basis for verifying the adequacy of OWTS and OTNWS performance and to ensure on-going activities are completed, such as maintenance and/or water quality monitoring. The owner of real property served by a new or existing OWTS or OTNWS shall be required to apply for an operating permit in each of the following circumstances:

1. At the time of application for an alternative OWTS or OTNWS;
2. Within thirty (30) days of transfer of title of property on which an OWTS or OTNWS subject to an existing operating permit exists;
3. Within thirty (30) days of receiving written notification from the EHB that an alternative OWTS or OTNWS exists on the property;
4. Prior to issuance of permit to install a haul away system; and
5. At the time of application for conventional OWTS or OTNWS that will necessitate water quality analysis pursuant this Chapter.

B. An operating permit may also be required for circumstances other than alternative OWTS, such as for larger flow OWTS (e.g. >2,500 gpd), or where the Director determines that the type, size, location or other aspects of a particular OWTS installation warrant the additional level of oversight provided by an operating permit. In such cases, the issuance and scope of operating permits will be governed by the general requirements of this Chapter and subject to the monitoring and inspection requirements specified by the Director and in consideration of recommendations by the qualified professional.

C. Performance monitoring and reporting. EHB will establish a monitoring and reporting schedule for each operating permit at the time of permit issuance and may amend the schedule at the time of permit renewal. Said monitoring shall be performed to ensure that the system is functioning satisfactorily to protect water quality and public health and safety.

1. Monitoring requirements, including frequency of monitoring, will vary depending upon the specific type of system and will be based on upon the manufacturer's specifications and methods approved by the Director. Permanent groundwater monitoring wells installed as a condition of an alternative OWTS permit shall be measured annually in accordance with methods approved by the Director.
2. Monitoring of OWTS shall be conducted by or under the supervision of a registered qualified service provider in accordance with methods approved by the Director.
3. The performance objectives for an OWTS may be amended from time to time by EHB when water quality monitoring indicates that the ongoing use of the OWTS is contributing to a decline in groundwater quality.
4. Monitoring reports shall be prepared and signed by the registered qualified professional who completed the service and shall also be signed by the property owner or authorized agent.
5. The property owner or authorized agent shall submit an operating permit report to the EHB on an EHB-approved form. Notwithstanding septic tank pumper reports or

operating permit reports, the owner or owner's authorized agent shall notify EHB immediately of any system problems observed during inspection and/or monitoring of the wastewater system that threaten public health or water quality.

6. The EHB will review the operating permit report for conformance with requirements of the operating permit and may require corrective action or general changes in monitoring and inspection requirements in order to protect public health and safety.

7. In addition to regular inspection and monitoring activities, inspection and evaluation of OWTS or OTNWS will be required at the discretion of the EHB in the event of significant flooding or an earthquake causing significant ground shaking in the region. The EHB will issue appropriate notices when such inspections are required and will specify how the registered qualified service provider conducting the inspection and evaluation will be required to report their findings to the EHB. The purpose of such inspections will be to assess and document any damage to the OWTS or OTNWS and to require the property owner to implement corrective measures, as needed, in a timely manner.

8. Any component, control system, or monitoring device subject to an operating permit from the EHB shall be maintained in good working order, and operated as efficiently as possible, to meet requirements specified by the operating permit.

The property owner shall be responsible to arrange for corrective actions to be completed when monitoring or inspection activities indicate that the system is not operating in accordance with the standards of this Chapter, the conditions of the permit, or policies approved by the Director, or is not meeting performance objectives.

9. A deed restriction recorded on title shall be required to notify current and future owners that an OWTS or OTNWS is installed and requires on-going operation and maintenance to be completed by a qualified professional and that an operating permit shall be maintained in perpetuity or so long as the OWTS and/or OTNWS is to be utilized.

15.20.160 - Water quality monitoring required.

A. As part of an operating permit, EHB may require the owner to conduct on-going water quality monitoring. The EHB will analyze routine water quality monitoring of onsite water wells or surface water to identify problem areas throughout Monterey County that are served by OWTS to determine if an area-specific groundwater or surface water quality monitoring program is warranted. Monitoring of an onsite well, surface water, or other source shall be required in any of the following circumstances:

1. When a conventional OWTS dispersal system will be located one hundred feet (100') or more, but less than one hundred fifty feet (150') away, from a watercourse with year round flow or that has been designated as a beneficial use for domestic water supply, the watercourse shall be sampled in accordance with the methods approved by the Director.
2. When an insufficient horizontal setback to an onsite water well or surface water, as described in this Chapter, prompts the requirement for an alternative OWTS with supplemental treatment, the onsite water well or surface water shall be sampled in accordance with the methods approved by the Director.
3. When an OWTS dispersal system will be installed within two hundred fifty feet (250') of an onsite water well or surface water supply, the onsite water well or surface water supply shall be sampled in accordance with the methods approved by the Director.

B. Baseline sampling shall be completed prior to issuance of an OWTS installation permit when water quality monitoring is required by this Section. Ongoing, routine monitoring shall be completed in accordance with the frequency prescribed by the operating permit.

C. Water quality analysis shall be completed by a California Environmental Laboratory Accreditation Program (ELAP) certified laboratory and shall include all of the following constituents:

1. Total nitrogen;
2. Chloride;
3. Sodium;
4. Total dissolved solids;
5. Bacteria by enumeration (total coliform, *E. coli* and enterococcus); and
6. Other pollutants of concern as determined by the Director.

D. When water quality analysis results of two consecutive sampling events indicate that the level of a monitored constituent has increased by more than ten percent (10%) compared to the previous sample, a qualified professional shall determine if the ongoing use of the OWTS is contributing to the decline in water quality by conducting a site-specific water quality monitoring program that meets the standards approved by the Director or the qualified professional may propose improvements to the OWTS to mitigate the impact to water quality.

1. The proposed water quality monitoring program or improvements shall be submitted to the EHB for review and approval. As required by this Code, a permit shall be obtained prior to modification of the OWTS or installation of a monitoring well(s).