



**Greater Bemidji Area  
Joint Planning Board**

**Application for Septic Permit**

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

<b>OFFICE USE ONLY</b>	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

**APPLICANT DATA**

NAME OF APPLICANT:	_____	EMAIL:	_____
MAILING ADDRESS:	_____		
SITE ADDRESS:	_____	PARCEL:	_____
PHONE NUMBER: WORK	_____	HOME	_____
DESIGNER NAME:	_____	LICENSE #:	_____
		PHONE:	_____
INSTALLER NAME:	_____	LICENSE #:	_____
		PHONE:	_____
DATE TO INSTALL:	_____		

**OFFICE USE ONLY**

Property Dimensions: Width _____ ft	Depth _____ ft	Total area _____ sq ft/acres
Is there one acre of contiguous land on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Distance from nearest structure? _____ Distance from well? _____		
Is a variance necessary for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies		
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Lake/River? _____		
Is property in a wetland area? <input type="checkbox"/> Yes <input type="checkbox"/> No Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Septic Data: Year Installed: _____ Last Compliance Inspection: _____		
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____		
Municipal Services: Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**SEPTIC INFORMATION**

Septic Type:  Rock Trench  Mound  
 Pressure Bed  Other \_\_\_\_\_  
 Seepage Bed

Number of Tanks? \_\_\_\_\_ Existing \_\_\_\_\_ New \_\_\_\_\_ TOTAL

New Installation?  Yes  No Replacement?  Yes  No Repair?  Yes  No Explain: \_\_\_\_\_

If replacement, will old system be crushed/abandoned?  Yes  No Will old system be removed?  Yes  No

If crushed/abandoned, have you completed and submitted the MPCA SSTS Abandonment Reporting Form?  Yes  No

Type of Use?  Residential  Commercial Number of bedrooms? \_\_\_\_\_  
Escrow recorded?  Yes  No

*An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.*

**REQUIRED DOCUMENTS**

- OSTP Preliminary/Field Evaluation Form(s)
- Site Design
- OSTP Design Summary Worksheets
- U of M Septic System Management Plan
- Soil Observation Logs
- Deed
- Other \_\_\_\_\_

**ALL APPLICANTS MUST SIGN BELOW**

I/We the undersigned, hereby make application for work described and located as shown herein. I/We certify that the information contained herein is correct and agree to do the work in accordance with the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations and State of Minnesota codes. I/We further agree that any plans, specifications, or drawings submitted herewith are accurate and shall become part of the application. Any changes after this approval must be submitted for re-approval.

Applicant: \_\_\_\_\_ Applicant \_\_\_\_\_  
Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4<sup>TH</sup> STREET NW, LOWER LEVEL**



# Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

## GREATER BEMIDJI AREA JOINT PLANNING BOARD (JPB) INDIVIDUAL SEPTIC SYSTEM PERMIT INSTRUCTIONS

The JPB Zoning & Subdivision Ordinance requires all septic system installations, modifications, or repairs to obtain a permit. All dwellings that are not connected to municipal or a central sewer system must be connected to an Individual Septic Treatment System (ISTS). This policy applies to all septic systems in the City of Bemidji, and Northern Township (Greater Bemidji Area).

1. The following steps shall be completed to obtain a permit to install an ISTS in the Greater Bemidji Area.
  - a. Obtain a complete site evaluation and a completed ISTS design from a licensed designer (include license # on the application).
  - b. Obtain and complete an ISTS permit application from the JPB. (Installer or designer may do this for the property owner).
  - c. Submit a completed application for an ISTS Permit with a complete evaluation and design and Management Plan to the JPB at least three (3) business days before beginning septic work.
  - d. The required forms are available from the U of M Extension Service SSTS Program at: <http://septic.umn.edu/formsandsheets/bytype/index.htm#design>
  - e. Pay the \$400 permit fee with the application (includes inspection fee).
2. Upon receiving a complete application with signatures, the JPB will submit for review to a licensed contractor. JPB will contact the installer, as listed on the permit application, with permission to begin work upon approval by licensed contractor.
3. Once the installation/repair is complete, the installer must contact the JPB contract SSTS Inspector Dave Larson at least 48 hours before the requested inspection and follow up the morning of the install to confirm the time you will be ready for inspection. Dave can be reached at 218-751-2570 (office), or 218-766-7528 (cell), or via e-mail at: [larsonenviro@midco.net](mailto:larsonenviro@midco.net).
4. Upon completion of installation, the system must be inspected in accordance with MPCA rules and regulations and the JPB Ordinance. **The inspection must be conducted before the system is fully covered without exception.** The JPB inspector will conduct an inspection and prepare an as-built report for record.
5. Upon final completion, inspection, and receipt of the inspector's report, an information packet is mailed to the homeowner. This will include the original permit, the installation inspection report, and information on how the homeowner can obtain good septic maintenance information. This information may be obtained from a publication produced by the U of M Extension Service Wastewater Resources website at: <http://www.extension.umn.edu/distribution/naturalresorces/DD6583.html#1>. A printed document of this information is available for review in our City Hall Offices.