



**SIERRA COUNTY**  
**DEPARTMENT OF PLANNING AND BUILDING**  
P.O BOX 530  
Downieville, California 95936  
(530) 289-3251 FAX (530) 289-2828  
[building@sierracounty.ca.gov](mailto:building@sierracounty.ca.gov)

**FORM NUMBER**

**BD-11**

**SUBMITTAL REQUIREMENTS FOR  
NEW AND REPLACEMENT SEPTIC SYSTEMS**

**THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY!** *Construction Plans and supporting documentation shall be sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

The following items are required for a complete application submittal for a permit to install a new or replacement onsite wastewater treatment system (septic system) in Sierra County. **PLEASE NOTE:** Even if you plan to include a septic system along with your new residence under the same building permit, a separate Septic System Application (Form BD-20) is required in addition to the regular Building Permit Application (Form BD-01).

Incomplete submittals may delay the plan check process.

- COMPLETED AND SIGNED ONSITE WASTEWATER TREATMENT SYSTEM PERMIT APPLICATION (FORM BD-20)** Clearly describe complete scope of work, valuation, and specify Permit Holder. Both new and existing systems (repairs & replacements) require review and approval by the Environmental Health Department, which requires this Application. Contact Environmental Health for information at: (530) 993-6716.
- ENCROACHMENT PERMIT APPLICATION.** If your driveway or other access to the proposed septic system installation site encroaches onto a County Right-of-Way and there is not a current Encroachment Permit on file with the County, you may need a new Encroachment Permit (either for temporary construction or permanent improvements). Alternatively, an approved CALTRANS Encroachment Permit, USFS Special Use Permit, or copy of Private Easement Deed demonstrating legal access across neighboring property to/from a public right-of way, may be required. Contact the Public Works Department for more information: (530) 289-3201.
- SOILS REPORT.** In order to determine the suitability of the parcel for sewage disposal, as well as inform the specific design of the system for your particular application (# of bedrooms, etc.), a "perc. & mantle" soils test and report by a qualified licensed professional is required. All testing shall be done by a Registered Engineering Geologist, Civil Engineer, or Registered Environmental Health Specialist who is knowledgeable and experienced in the field of onsite sewage disposal.
- SEPTIC SYSTEM DESIGN PLANS.** Two (2) identical and legible copies, prepared by a qualified professional engineer, and reflecting the design recommendations contained in the Soils Report. Both sets must bear signed seal showing current registration in the State of California. If pump is required provide two (2) sets of detailed electrical plans (trench, service entrance, wiring method/specification, measurements) and an installation manual for pump.
- SITE/PLOT PLAN** (See Form BD-05) Two (2) identical copies clearly showing proposed septic system location, layout, leach field replacement area and proximity to (including accurate "setbacks" from): Property lines, easements, structures and deck footings, wells (min. 100'), water lines (on-site domestic and public water supply main), surface water, drainages, and potential wetlands.

All necessary Forms, submittal checklists, and other informational documents are available for download by visiting the Sierra County website:  
<http://www.sierracounty.ca.gov> → Your Government → Planning and Building → Forms and Policies