

**ONSITE WASTEWATER TREATMENT SYSTEM  
OPERATING PERMIT  
Instructions and Application Forms**

**USE THIS FORM TO APPLY FOR AN OPERATING PERMIT FOR AN ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) that includes a HIGHER LEVEL TREATMENT UNIT.**

An Operating Permit is required for all OWTS that incorporate so-called “Higher Level Treatment Units” that provide additional wastewater treatment. This permit will allow the Department to ensure that the proper routine maintenance is performed so that the unit will function properly.

- **FOR NEW INSTALLATIONS** the Department will provide an initial two-year Operating Permit at no charge to correspond with the warranty period. Upon expiration, the permit must be renewed.
- **FOR EXISTING SYSTEMS** that do not currently have an Operating Permit, such a permit must be obtained by December 31, 2015. There is no fee for this initial permit.

Operating Permits must be renewed when the Operation and Maintenance (O&M) contract expires; the longer the O&M contract, the longer the time between Operating Permit renewals. The minimum length of O&M contracts is 1 year; there is no maximum contract length.

**INSTRUCTIONS**

1. **COMPLETE** Pages 1 and 2
2. **ATTACH** a copy of current O&M contract with an approved Service Provider.

**NOTE: fees are not being assessed at this time.**

**AUTOMATIC EMAIL NOTIFICATIONS**

Please include your email address so that we can provide you with electronic updates during the process of issuing your permit and providing maintenance reports as they are completed.

**PROCESSING TIME**

Allow approximately ten (10) working days to process your application and issue the permit.

**STAFF CONTACT:** Craig Sanders      303 271-5759  
[csanders@jeffco.us](mailto:csanders@jeffco.us)

**APPLICATION FOR ONSITE WASTEWATER TREATMENT SYSTEM  
 (OWTS) OPERATING PERMIT**

<b>Property Address</b>	
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APPLICANT INFORMATION	
Name	
Mailing Address	City State Zip
Phone	Email

SERVICE PROVIDER	
Name	
Mailing Address	City State Zip
Phone	Email
CONTRACT START DATE	CONTRACT EXPIRATION DATE

Please complete the following:

**TERMS AND CONDITIONS OF APPLICATION**

In applying for this Operating Permit I hereby acknowledge that the above information is true and correct to the best of my knowledge and that any false material statement made on this application may be cause to revoke the permit issued for this property. I acknowledge that although the Service Provider I have selected will perform the required work, this permit is issued to me and that I am ultimately responsible for complying with the terms and conditions of this Operating Permit,

\_\_\_\_\_  
**OWNER / APPLICANT / AGENT**

\_\_\_\_\_  
**DATE**

- Once approved, the Operating Permit will always be emailed to the applicant and the selected Service Provider. To make arrangements for additional distribution please contact Linda Jones (303 271-5756 or [jonelj@jeffco.us](mailto:jonelj@jeffco.us) for assistance.

\* \* \* \* \* **FOR DEPARTMENT USE** \* \* \* \* \*

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|---|--|
| <input type="checkbox"/> Advantex AX10      TL2N<br><input type="checkbox"/> Advantex AX20      TL3N<br><input type="checkbox"/> Advanxex AX20+10    TL3N<br><input type="checkbox"/> Advantex AX100      TL3N<br><input type="checkbox"/> Aeration (generic)    TL2<br><input type="checkbox"/> CT 86                  TL2<br><input type="checkbox"/> HOOT H-500          TL2N<br><input type="checkbox"/> HOOT H-600          TL2N<br><input type="checkbox"/> JET (any type)        TL2 | <input type="checkbox"/> RetroFast 0.375      TL2N<br><input type="checkbox"/> MicroFast 0.5        TL2N<br><input type="checkbox"/> MicroFast 0.75      TL2N<br><input type="checkbox"/> MicroFast 1.0        TL2N<br><input type="checkbox"/> NORWECO              TL2N<br><input type="checkbox"/> NUTT SHELL          TL2<br><input type="checkbox"/> Recirc Sand Filter    TL3N<br><input type="checkbox"/> Other _____ |
|---|--|

Original Permit No. \_\_\_\_\_ Install date \_\_\_\_\_

Operating Permit No. \_\_\_\_\_ Expires: \_\_\_\_\_

NOTES \_\_\_\_\_  
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