

Instructions for Online Access to Onsite Wastewater Treatment (Septic) System Documents



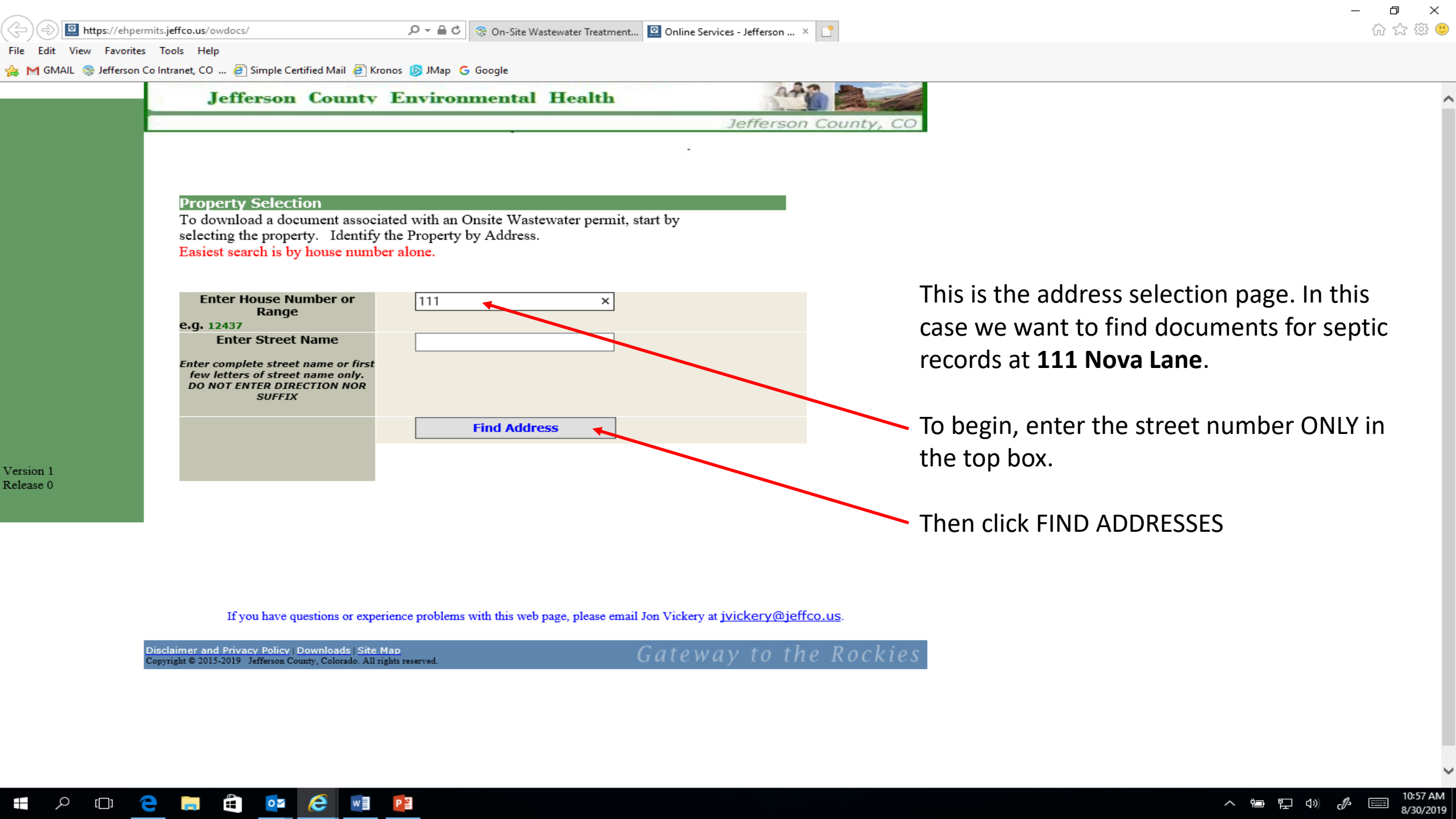
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LOOK-UP BASICS-1

- Permit documents for onsite wastewater treatment (septic) systems are now available online for public access.
- There are two types of documents that are available:
 - ***“FOLDER DOCUMENTS”*** which include scanned copies of document files, as-built or record drawings, engineering designs, County inspection reports and application forms. Generally, it is the entire septic permit folder contents.
 - ***“SITE INSTALLATION PLAN”*** which typically includes only an ‘as-built’ of the tank and leaching field locations as well as information about the number of bedrooms for which the system was designed.
- Documents may be viewed, printed and saved to your local computer or drive. You can also access this application this from a mobile device, too.

LOOK-UP BASICS-2

- NOTE: Although the Department is in the process of adding all onsite wastewater permit documents to the system, some older records are not available online, especially if they were original documents were converted to microfilm. Therefore, if your initial search does not produce any online records to view, contact the Department at PublicHealthOWTSDocs@jeffco.us and include the address of the property so we can check on the availability of those older files.
- **READY?** To access the system begin by going to: <https://ehpermits.jeffco.us/owdocs/> (You can bookmark the LINK on your computer for later use – be sure to include the final '/')



Property Selection

To download a document associated with an Onsite Wastewater permit, start by selecting the property. Identify the Property by Address.

Easiest search is by house number alone.

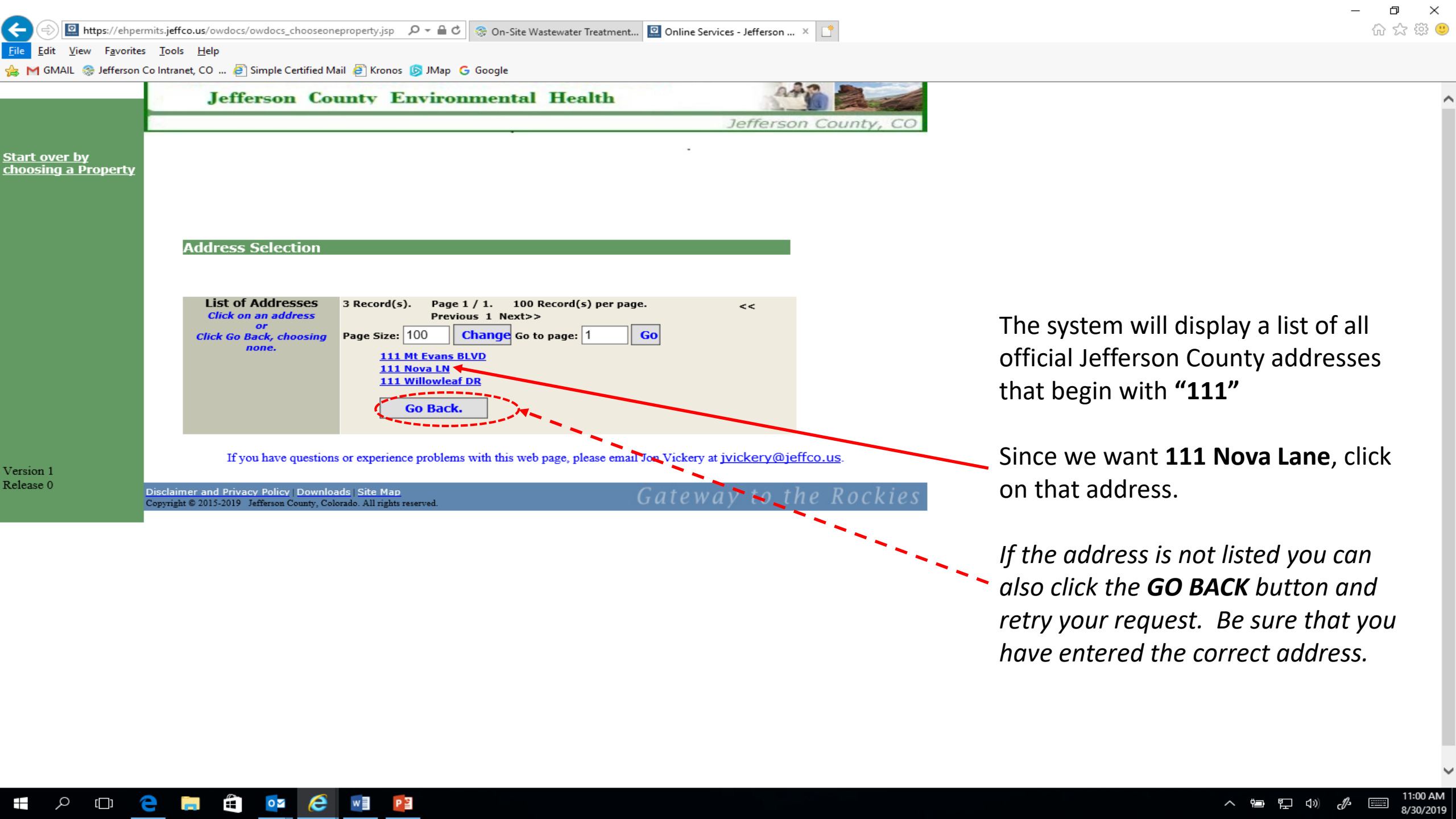
Enter House Number or Range e.g. 12437	<input type="text" value="111"/>
Enter Street Name <i>Enter complete street name or first few letters of street name only. DO NOT ENTER DIRECTION NOR SUFFIX</i>	<input type="text"/>
	<input type="button" value="Find Address"/>

This is the address selection page. In this case we want to find documents for septic records at **111 Nova Lane**.

To begin, enter the street number **ONLY** in the top box.

Then click **FIND ADDRESSES**

If you have questions or experience problems with this web page, please email Jon Vickery at jvickery@jeffco.us.



Address Selection

List of Addresses
Click on an address or Click Go Back, choosing none.

3 Record(s). Page 1 / 1. 100 Record(s) per page.
Previous 1 Next>>

Page Size: Go to page:

[111 Mt Evans BLVD](#)
[111 Nova LN](#)
[111 Willowleaf DR](#)

If you have questions or experience problems with this web page, please email Jon Vickery at jvickery@jeffco.us.

The system will display a list of all official Jefferson County addresses that begin with “111”

Since we want **111 Nova Lane**, click on that address.

*If the address is not listed you can also click the **GO BACK** button and retry your request. Be sure that you have entered the correct address.*

Start over by choosing a Property

Version 1
Release 0

Jefferson County Environmental Health



Property Selection

To download a document associated with an Onsite Wastewater permit, start by selecting the property. Identify the Property by Address.
Easiest search is by house number alone.

Enter House Number or Range e.g. 12437	<input type="text"/>
Enter Street Name <i>Enter complete street name or first few letters of street name only. DO NOT ENTER DIRECTION NOR SUFFIX</i>	<input type="text"/> <i>Change the address or press Continue below.</i>
	<input type="button" value="Find Address"/>

Actions

Address is chosen <i>Here you may press Continue to confirm the address. Alternatively, you may search for a different address above.</i>	<input type="text" value="111 Nova LN"/> <input type="button" value="Continue"/>
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This is the address confirmation page with the address you selected shown in the **ACTIONS** section. You can only search for one address at a time.

To access the online septic records for this address, click **CONTINUE**.

If you have questions or experience problems with this web page, please email Jon Vickery at jvickery@jeffco.us.

Jefferson County Environmental Health

Jefferson County, CO

Start over by choosing a Property

Onsite Wastewater (OW) Permits for a Property
Sorted By Date, Oldest first

Shown below are the OW Permits for **111 Nova LN**

3 Permit(s) Found. Showing Page 1 of 1. 10 Permit(s) per page.

<< Previous 1 Next >>

Page Size: Go to page:

Note:
To view any document, click its link.

#	Folder / Reference Number	Final Approval Date	Documents on File
1	06 102198 Old 00 OW	Mar 07, 1979	Folder Documents
2	13 105887 Old 00 OW	May 02, 1977	Folder Documents
3	17 128286 000 00 OW	Nov 01, 2017	Folder Documents

3 Permit(s) Found - Showing Page 1 of 1 - 10 Permit(s) per page

<< Previous 1 Next >>

(This is an explanation of what the documents contain)

These are all onsite wastewater (septic system) construction or repair permits for the selected address, along with Final Approval Dates and the Documents that are available for viewing and downloading for each permit.

Some addresses may contain multiple permits.

For the most current information, such as the septic tank location, you will generally want to view the file with the most recent Final Approval date.

Attachments called "FOLDER DOCUMENTS" will contain a copy of the entire permit file, including the as-built or record drawing, engineering design, application and inspection information.

Documents called "SITE INSTALLATION PLAN", "AS-BUILT", etc., will generally have only the as-built or record drawings of the septic tank and leaching field locations and a copy of the final permit approval page. For those permits, if you wish to obtain the entire file you may send an email to PublicHealthOWTSDocs@jeffco.us. Please include the address and Folder / Reference Number.

If you have questions or experience problems with this web page, please email Jon Vickery at jvickery@jeffco.us.

This page shows the results of your search for 111 Nova Lane. If there are **NO** records with documents, this statement will appear below the address: **NO OW PERMITS WITH DOCUMENTS WERE FOUND IN OUR RECORDS.** If so, contact the Department for further information.

This shows there are three records with documents on file that are associated with this address (use permits are not shown and are not available online).

For the most current information, go to the most recent record number (#3, in this case) click on the LINK to open the document. (Depending on how the documents were created, they may all have the same 'Final Approval Date' so you will need to check each one individually)

SEPTIC TANK REPLACEMENT RECORD DRAWING
LOT 43, UNIT 3, WOODSIDE PARK
111 NOVA LANE, PINE, CO 80470
JEFFERSON COUNTY, CO

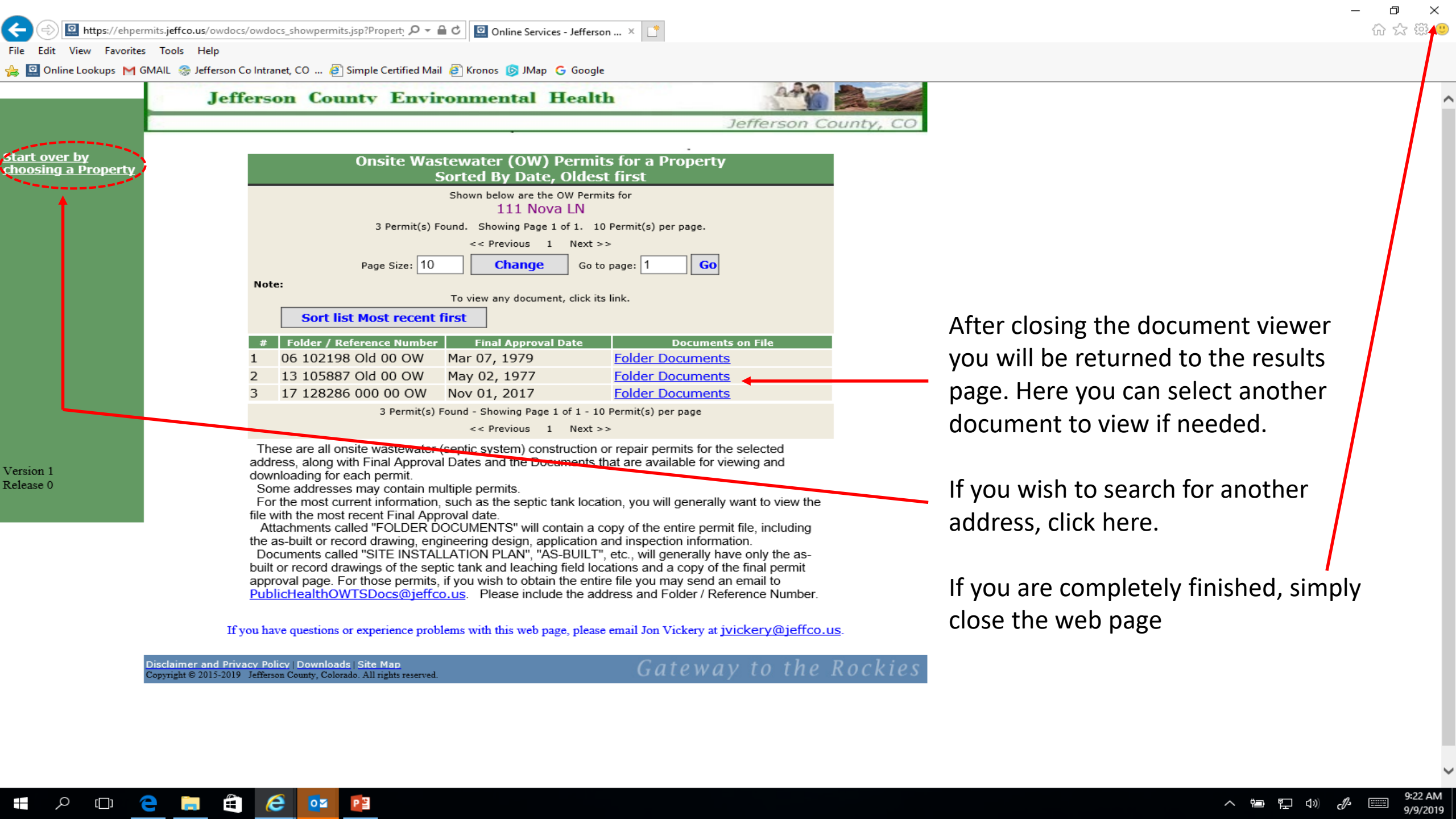
CONNECTED TO EXISTING
EFFLUENT PIPING
APPROXIMATELY 1'

1,250 GALLON
COMPARTMENT
SEPTIC TANK
1250T-2CP
EFFLUENT FIL

The document will open in the document viewer.
Now you can use the standard PDF tools to scroll, view, zoom, print, save, email and copy any of the pages.
When done, just close the page.

EXISTING WELL

- Search 'Edit Text'
- Export PDF
- Create PDF
- Edit PDF
- Comment
- Combine Files
- Organize Pages
- Redact
- Protect
- Optimize PDF
- Fill & Sign
- Send for Review
- More Tools



Start over by choosing a Property

Onsite Wastewater (OW) Permits for a Property Sorted By Date, Oldest first

Shown below are the OW Permits for
111 Nova LN

3 Permit(s) Found. Showing Page 1 of 1. 10 Permit(s) per page.

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If you have questions or experience problems with this web page, please email Jon Vickery at jvickery@jeffco.us.

After closing the document viewer you will be returned to the results page. Here you can select another document to view if needed.

If you wish to search for another address, click here.

If you are completely finished, simply close the web page

Version 1
Release 0