

## Septic Permit Information Sheet

### *Please follow the following steps:*

1. NOTE: Plans for proposed septic systems must be designed, prepared and submitted by an individual authorized by New Hampshire Department of Environmental Services (NHDES), except if an individual homeowner does the work for his/her own home.
2. The designer must submit a Site & Septic System Plan to the Town of Holderness with the \$40 permit fee for local approval for construction.
3. Once approved, the designer will download the application for an Individual Sewage Disposal System from [NH Department of Environmental Services Septic Applications](#)
4. If the new system is replacing an old system, or the system is being revised from a previously constructed system, or the system is an approved collection system, you may be able to obtain dates and approval numbers from records kept at the Holderness Town Hall or from [NH DES One Stop Portal](#).
5. You can find information about your property (Map/Lot #'s) at [Holderness GIS Maps](#)
6. The individual designing the septic system will work with you to complete other sections of the application.
7. The designer will refer to [Holderness Septic Setbacks](#) to determine the distance septic tanks, leach fields, dry wells and sewer lines must be from various water sources.
8. Submit the application and the \$300 application fee to NHDES Subsurface Systems Bureau, PO Box 95, Concord, NH 03303-0095.

### *Important information – please read:*

- The NHDES Subsurface Systems Bureau will review the design plans and specifications for proposed septic system. This process will take approximately 15 days.
- Once approved, NHDES will issue an Acceptance of Permit Application and an Approval for Septic System Construction.
- Once the septic system is installed, the installer will notify NHDES, who will inspect the system. If approved, NHDES will issue an Approval for Operation.