



County of Lassen
Department of Planning and Building Services

• Planning • Building • Environmental Health • Code Enforcement • Surveyor • Surface Mining

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May 25, 2023

Zoning & Building
Inspection Requests
Phone: 530 257-5263

TO: Contractors, engineers, surveyors and interested public
within Lassen County

Environmental Health
Messages: 530 251-8528
email: EHE@co.lassen.ca.us

FROM: Maurice L. Anderson, Director 

SUBJECT: Revised well and onsite sewage disposal application, flood plain considerations for
such applications and other pertinent information

The intent of this memorandum is to introduce the attached revised “Application for Sewage Disposal Permit” and “Application for Construction, Repair, Modification, and Destruction of Wells” and provide other information pertinent to these types of applications. These applications are effective as of June 14, 2023.

As you are aware, Environmental Health is now a Division of the Planning and Building Services Department. As such, review for these types of applications has now been combined into one application to make the process easier and less burdensome for applicants. In summary, one application can be submitted to the Department versus what was previously two separate processes. The information required to submit an application is similar to the information that was previously required; however, if there are questions please contact the Manager of the Environmental Health Division, Sara Chandler, by phone at (530) 251-8269, or at the Department’s public assistance counter or by email at EHE@co.lassen.ca.us

A Well Drilling Contractor (C-57) may submit an application and drill a well. However, in some cases (see “Flood Plain Considerations” below), agricultural wells below the Base Flood Elevation require certification from a licensed civil engineer that the well is properly “flood proofed.”

An onsite sewage disposal system may be designed and installed by a Licensed General Engineering Contractor (Class A), General Building Contractor (Class B), Sanitation System Contractor (Specialty Class C42), or Plumbing Contractor (Specialty Class C-36). However, if the system is an engineered system located in a flood zone it must be designed by a licensed civil engineer and cannot be installed by an owner-builder (see Flood Plain Considerations below).

The Local Area Management Program (LAMP) contains more detailed information regarding well and onsite sewage disposal requirements. The LAMP is available at the following URL, found on the Environmental Health Division portion of the County website:

<https://www.lassencounty.org/dept/environmental-health/environmental-health>

OTHER INFORMATION PERTINENT TO WELL and ONSITE SEWAGE DISPOSAL APPLICATIONS:

Flood Plain Considerations:

Installation of an onsite waste disposal system and/or a private water well within a Federal Emergency Management Agency (FEMA) designated flood zone is strongly discouraged. Any such applications must meet the requirements of Chapter 12.26 (Flood Damage Prevention). An application in a flood zone must be approved by the Flood Plain Administrator (Building Official Mike Johnson) or designated staff prior to issuance of a permit. When constructing on or near a flood plain, it is recommended that you consult with appropriate Department staff prior to submittal of an application.

Any proposed construction of an onsite waste disposal system in a flood plain requires submittal and approval of engineered plans for a flood damage resistant system, prepared by a licensed civil engineer. This engineered system must then be installed in accordance with said design by a licensed professional contractor (a property owner cannot install an engineered system). A Flood Elevation Certificate, prepared by a licensed professional (e.g. licensed engineer, licensed land surveyor, or licensed architect) and the engineered design must be submitted with the application. In addition, after construction, a second Flood Elevation Certificate is required to show that the engineered system was constructed above the Base Flood Elevation.

If the water well is for agricultural purposes only, then the Flood Elevation Certificate requirement may be waived by the Department if the well is properly flood proofed. In accordance with Section 12.26.060 of County Code, this waiver will require certification from a licensed engineer that the well design is properly flood proofed. Further, at the inspection, the well driller must demonstrate to the inspector that the well has been constructed in accordance with said design and is watertight.

Please note that, even if a well is flood proofed, a well located within a flood zone would not be able to be converted to domestic use unless it is later modified so that the casing terminates above the Base Flood Elevation and a Flood Elevation Certificate demonstrating such is provided.

Legal Parcel Determination:

Lassen County is prohibited by Subdivision Map Act (SMA) section 66499.34 and County Code section 12.24.025 from issuing any permit (including a well or onsite sewage disposal permit) to a parcel that was not created in compliance with the SMA. In summary, a parcel is usually found to be legal if it was created through recordation of a parcel map, subdivision map, lot line adjustment or other process consistent with the SMA. A parcel is also typically found to be legal if it was described in its current form in a deed that was conveyed before March 4, 1972, but there can be complicating factors where a parcel is still not legal despite having been conveyed prior to March 4, 1972.

If necessary, the Lassen County Surveyor will conduct a limited investigation into legal parcel status. That said, without written approval from the property owner (not an agent or contractor), the County Surveyor will generally not conduct an extended investigation into the legal status of the parcel if said investigation could result in recordation of a Notice of Violation (per SMA section 66499.36 and

County Code section 16.48.040). Only the property owner can provide this authorization for extended investigation, as recordation of a Notice of Violation has legal consequences that the owner should be aware of. If it is determined that the subject parcel was not legally created, staff will discuss the process for correcting SMA violations.

Assignment of a Physical Address:

The Lassen County Surveyor is responsible for assigning a physical address if one has not yet been assigned to the subject parcel. The Lassen County Surveyor's Office is located in the Department of Planning and Building Services (see the contact information provided on the letterhead of this memorandum).

MLA:gfn
Enclosures

cc: Planning and Building Services Department staff
Posted on Planning and Building Services Department website

x/pla/admin/files/1400/01/well septic process

LASSEN COUNTY PLANNING AND BUILDING SERVICES DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

707 NEVADA STREET, SUITE 5, SUSANVILLE, CA 96130

▪ Phone: (530) 251-8269

▪ Fax: (530) 251-8373

APPLICATION for SEWAGE DISPOSAL PERMIT

NOTE: THIS IS NOT A PERMIT TO INSTALL A SEPTIC SYSTEM. The Lassen County Department of Planning and Building Services will issue a building permit for the proposed application.

ASSESSOR'S PARCEL NUMBER	PHYSICAL ADDRESS	PERMIT NUMBER
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Deed Reference: Book: _____ Page: _____ Year: _____ Doc# _____

To Be Completed By Owner Or Authorized Agent

Permit Expires One (1) Year from Date of Issue

PROPERTY OWNER'S NAME	PROPERTY OWNER'S PHONE NUMBER
PROPERTY OWNER'S MAILING ADDRESS	PROPERTY OWNER'S EMAIL

CONTRACTOR	CONTRACTOR'S LIC. NUMBER
CONTRACTOR'S MAILING ADDRESS	CONTRACTOR'S PHONE NUMBER
	CONTRACTOR'S EMAIL

TYPE OF PREMISE	WATER SUPPLY
<input type="checkbox"/> Commercial <i>Specify:</i> _____ <input type="checkbox"/> Other <i>Specify:</i> _____	<input type="checkbox"/> Public <i>Specify:</i> _____
<input type="checkbox"/> Dwelling <input type="checkbox"/> Manufactured Home No. Living Units: _____ Bedrooms: _____ Baths: _____	<input type="checkbox"/> Private <i>Specify:</i> _____

Note: All leach lines must be installed using a transit level, engineer's level, laser level, level, or equivalent.
Leach gravel must be graded ¾ – 2 ½ inches washed and covered.

In the event that unsuitable conditions (i.e., excessive or consolidated rock, hardpan, water, etc.) or questionable material is encountered during excavation; **STOP WORK IMMEDIATELY** and contact the Environmental Health Division

THIS APPLICATION MUST BE ACCOMPANIED BY A SITE PLAN SHOWING THE ENTIRETY OF THE LEGAL PARCEL AND THE FOLLOWING: location of existing/proposed sewage disposal systems, property lines, easements, existing wells, animal enclosures, access roads, overhead power, fuel tanks (above or below ground), drainages, water courses, springs, creeks, rivers, etc. Indicate northerly direction, label adjacent roads, and label distances from the proposed sewage disposal system to all property lines, water systems, and buildings. See the Department's "Sample Site Plan and Instructions" for further information on site plan requirements.

I hereby certify that I have prepared this application and that the installation will be done and inspected in accordance with Lassen County Ordinances and State Laws.

Signed: _____ Date: _____

Print Name: _____

Owner
 Agent (Authorization form or letter attached)
 Contractor

PERCOLATION	SEPTIC TANK
Percolation Test Performed: <input type="checkbox"/> No <input type="checkbox"/> Yes By: _____	Tank Size in Gallons: _____
Results: _____ min./in. Date: _____	Material Constructed of: _____

SEWAGE DISPOSAL FIELD	
Distance from Well: _____ Feet Distance from Water Source: _____ Feet Distance from Lot Line: _____ Feet Distance from Centerline of nearest road: _____ Feet <input type="checkbox"/> Chambers <input type="checkbox"/> Rock and Pipe <input type="checkbox"/> Other <i>Specify</i> : _____ Required Distribution Box must be set in Concrete: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Length of Each Line: _____ Feet Total Length of Leach Lines: _____ Feet Width of Trench: _____ Feet Depth of Trench: _____ Feet Depth of Gravel Beneath Leach Pipe: _____ Inches Depth of Gravel over leach Pipe: _____ Inches

Zoning District: _____

Flood Plain Information: _____

Elevation Certificate required: Yes No

Engineered Plans/Flood Proofing required: Yes No

Plot Plan Adequate

Incremental Development Proposed: Yes No Details: _____

Parcel size (acreage): _____

Parcel Map/Subdivision Map: exclusion areas, designated leach field areas, etc. (attach Map if pertinent): _____

Required Setbacks (if any portion located more than twelve inches above grade): _____

Legal parcel per Subdivision Map Act section 66499.34 and County Code section 12.24.025 Yes No
Details: _____

Other (easements, waste discharge prohibition areas, etc.): _____

Based on the above information, the applicant's/property owner's/contractor's application has been reviewed by the Planning Division and now needs to be reviewed by the Environmental Health Division.

Signature of Authorized Official: _____ Date: _____

Print Name: _____

NOTE: APPROVAL OF THE ENVIRONMENTAL HEALTH DIVISION IS NOT A GUARANTEE THAT THE PROPOSED INSTALLATION WILL OPERATE SUCCESSFULLY, BUT MERELY THAT THE SYSTEM MEETS THE MINIMUM REQUIREMENTS OF THE ENIRONMENTAL HEALTH DIVISION.

APPROVED APPROVED WITH CONDITIONS BACTERIOLOGICAL SAMPLE REQUIRED

Issued By: _____, E.H.S. Date: _____

Final Inspection By: _____, Date: _____ Remarks/Conditions: _____

LASSEN COUNTY PLANNING AND BUILDING SERVICES DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

707 NEVADA STREET, SUITE 5, SUSANVILLE, CA 96130

▪ Phone: (530) 251-8269

▪ Fax: (530) 251-8373

APPLICATION for CONSTRUCTION, REPAIR, MODIFICATION and DESTRUCTION of WELLS

NOTE: THIS IS NOT A PERMIT FOR THE CONSTRUCTION, REPAIR MODIFICATION OR DESTRUCTION OF A WELL. The Lassen County Department of Planning and Building Services will issue a building permit for the proposed application.

ASSESSOR'S PARCEL NUMBER	PHYSICAL ADDRESS	PERMIT NUMBER
--------------------------	------------------	---------------

Deed Reference: Book: _____ Page: _____ Year: _____ Doc# _____

To Be Completed By Owner Or Authorized Agent

Permit Expires One (1) Year from Date of Issue

PROPERTY OWNER'S NAME	PROPERTY OWNER'S PHONE NUMBER
PROPERTY OWNER'S MAILING ADDRESS	PROPERTY OWNER'S EMAIL

WELL DRILLER	CONTRACTOR'S LIC. NUMBER
WELL DRILLER'S MAILING ADDRESS	WELL DRILLER'S PHONE NUMBER
	WELL DRILLER'S EMAIL

TYPE OF WORK	USE	EQUIPMENT	WELL DEPTH
<input type="checkbox"/> New Well <input type="checkbox"/> Repair/Modification <input type="checkbox"/> Destruction	<input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation <input type="checkbox"/> Stock <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Community <input type="checkbox"/> Other _ <input type="checkbox"/> Test Well <input type="checkbox"/> Soil Boring x <input type="checkbox"/> Monitoring x _	<input type="checkbox"/> Rotary <input type="checkbox"/> Cable Tool <input type="checkbox"/> Other	_____ Proposed _____ Actual

CONSTRUCTION SPECIFICATIONS	PROPOSED SEALING ZONE(S)	SEALING METHOD AND MATERIAL
Casing: <input type="checkbox"/> Steel <input type="checkbox"/> PVC <input type="checkbox"/> Other _ Diameter _____ Wall/Gauge _____ Borehole Diameter _____ <input type="checkbox"/> Conductor: Diameter _____ Depth _ Gravel Pack: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pit-less Adapter <input type="checkbox"/> Concrete Pedestal	From _____ To _____ Feet From _____ To _____ Feet From _____ To _____ Feet ACTUAL From _____ To _____ Feet From _____ To _____ Feet	Method: <input type="checkbox"/> Pressure/Tremie <input type="checkbox"/> Other _ Material: <input type="checkbox"/> Neat Cement <input type="checkbox"/> Bentonite <input type="checkbox"/> Cement Grout <input type="checkbox"/> Concrete

PROPOSED PERFORATIONS OF SCREEN	DATE OF WORK	NOTIFICATION REQUIREMENTS
From _____ To _____ Feet From _____ To _____ Feet From _____ To _____ Feet ACTUAL From _____ To _____ Feet From _____ To _____ Feet	Start: _____ Completion: _____	The Lassen County Environmental Health Division requires 24 hours notice prior to the sealing of an annual space, filling of the conductor casing, or destruction of a well. A copy of the Well Completion Report (DWR 188) must be submitted to the LCEHD within 30 days of the completion of work.

THIS APPLICATION MUST BE ACCOMPANIED BY A SITE PLAN SHOWING THE ENTIRETY OF THE LEGAL PARCEL AND THE FOLLOWING:
 location of proposed well, existing/proposed sewage disposal systems, property lines, easements, other existing wells, animal enclosures, access roads, overhead power, fuel tanks (above or below ground), drainages, water courses, springs, creeks, rivers, etc. Indicate northerly direction, label adjacent roads, and label distances from the proposed well to all property lines, sewage disposal systems, and buildings.
 See the Department's "Sample Site Plan and Instructions" for further information on site plan requirements.

I hereby certify that I have prepared this application and that the installation will be done and inspected in accordance with Lassen County Ordinances and State Laws.

Signed: _____ Date: _____

Print Name: _____

Owner
 Agent (Authorization form or letter attached)
 Contractor

FOR OFFICE USE ONLY

DO NOT FILL IN BELOW THIS LINE

Zoning District: _____

Flood Plain Information: _____

Elevation Certificate required: Yes No

Engineered Plans/Flood Proofing required: Yes No

Plot Plan Adequate

Incremental Development Proposed: Yes No Details: _____

Parcel size (acreage): _____

Parcel Map/Subdivision Map: exclusion areas, designated leach field areas, etc. (attach Map if pertinent): _____

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Details: _____

Other (easements, waste discharge prohibition areas, etc.) : _____

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APPROVED APPROVED WITH CONDITIONS BACTERIOLOGICAL SAMPLE REQUIRED

Issued By: _____, E.H.S. Date: _____

Final Inspection By: _____, Date: _____ Remarks/Conditions: _____