



# Field Guide for OWTS Installations

The following guidelines for field tolerances need to be used by licensed OWTS designers to determine if an OWTS is installed in compliance with approved plans. The Department recognizes that slight deviations from approved plans will not have a measurable effect on system performance. The Department recognizes that certain field changes, such as foundation footprint and final grading, are often due to the specifications of a homebuyer who is not involved in the project at inception. The purpose of this document is to set general guidelines on allowable changes in the field that differ from the original design. This document will also clarify when Department approval, as-built plans, and/or a redesign will be required. All deviations from approved plans must be noted on the Certificate of Construction (COC).

**1. TOLERANCES-** These deviations from approved plans **will not** require pre-approval of the Department:

- One (1) foot on any minimum horizontal distance shown in 6.23(B) through (E) of the OWTS Rules.
- Well, waterline, or leachfield is moved up to five (5) feet from the original location, but the new location complies with the minimum distances shown in 6.23(B) through (E) of the OWTS Rules, and with the tolerances specified above.
- The invert of the distribution pipe or the bottom of the stone elevation is moved up to three (3) inches vertically.
- A ten percent (10%) deviation on all vertical and horizontal separation distances listed in 6.33 and 6.34 of the OWTS Rules.
- The building sewer pitch is between one percent (1%) and five percent (5%).

**Note: VARIANCES** - Any critical distance approved by variance must be strictly adhered to.

If conditions are encountered during construction which indicate that the system cannot be installed or is not installed in accordance with the permit and the above tolerances, the designer shall notify the Director as soon as possible, but no later than 24 hours after discovery.

**2. AS-BUILTS** - \$50.00 fee required for as-built submittals (except for repair applications-no fee required) and three (3) copies of the as-built drawings.

As-built plans may be required when changes in the field exceed horizontal and vertical tolerance limits but still comply with the standards in the OWTS Rules. The designer shall notify the Department when changes exceed acceptable tolerances. The designer shall certify these changes on the COC and by submitting as-built plans within ten (10) business days after the OWTS is installed.

The following are instances where the Department may require submission of as-built drawings:

- The leachfield has moved up to ten (10) feet from the location on the approved plan.
- Orientation or location of the building served by the OWTS is changed so that up to twenty five (25%) of the footprint is outside the footprint on the approved plan.
- The well, waterline, or leachfield has moved up to ten (10) feet from the approved plan.

**3. REDESIGN** – Fee required in accordance with 6.54.C of the OWTS Rules, four (4) copies of the redesigned plans, and a new application form must be submitted.

Designers are required to submit redesigned plans when a well, foundation, wall, tank, waterline, leachfield, or other structure is placed in a location that is significantly different than indicated on the approved permit. If a redesign is required, the designer must stop construction of the OWTS and take measures to protect all work completed to date.

The following are instances where the Department may require redesigned plans:

- The leachfield is moved more than ten (10) feet horizontally from the approved plan.
- The invert of the distribution pipe or the bottom of the stone elevation has moved more than three (3) inches vertically from the approved plan.
- Orientation or location of the building served by the OWTS is changed so that more than twenty five percent (25%) of the footprint is outside the footprint on the approved plan.
- The well or waterline is moved more than ten (10) feet.