



TOWN OF GALWAY

Code Enforcement

5910 Sacandaga Road, Galway, NY 12074

Cell (518) 514-8012 Office (518) 882-6070

mluettters@townofgalwayny.gov

SEPTIC BUILDING PERMIT APPLICATION

- APPLICATION MUST BE FILLED OUT COMPLETELY FOR ISSUANCE OF BUILDING PERMIT**
- 2 SETS OF SEPTIC PLANS** stamped by a NYS Licensed Professional Engineer, which clearly satisfy all local codes and NYS standards. One set must be 11 inches x 17 inches.
- PERMIT FEE: \$100.00.** (Check made payable to *Town of Galway*, Money Order, or exact cash amount.)
- INSURANCE REQUIREMENTS:** Applicants who are the property owners or individual contractors without any employees must provide a current form CE- 200. All other applicants must provide NYS Disability and Workers Compensation and NYS Liability insurance (minimum \$1,000,000), naming the Town of Galway as additionally insured.
- INSPECTIONS:** Prior to being covered, the entirety of the new or the replacement system must be inspected

HOLD HARMLESS:

Applicant
to initial:

The individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the Town of Galway, its agents and employees (hereinafter referred to as "Town"), from and against all claims, damages, losses and expense (including, but not limited to, Attorney's fees), arising out of or resulting from the performance of the work covered by this Building Permit Application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of applicant, its contractor or its employees or anyone for whom the contractor is legally liable or subcontractors.

PROJECT DESCRIPTION (circle one): **NEW SYSTEM** **REPLACEMENT SYSTEM** **ENLARGE SYSTEM** **REPAIR SYSTEM**

LOCATION ADDRESS: _____

TAX MAP ID: _____ COST OF WORK: _____

OCCUPANCY CLASSIFICATION OF ANY AFFECTED BUILDING OR STRUCTURE (circle one): **RESIDENTIAL** **COMMERCIAL** **AGRICULTURAL**

APPLICANT NAME: _____ BUSINESS NAME: _____

ADDRESS: _____

E-MAIL: _____ PHONE #: _____

SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S NAME (if not applicant): _____

ADDRESS: _____

E-MAIL: _____ PHONE #: _____

SIGNATURE: _____ DATE: _____

SYSTEM DESIGN:

ENGINEER'S NAME: _____

PHONE: _____

EMAIL : _____

Type: _____

Number of Bedrooms: _____

Total Daily Flow (gallons): _____

Septic Tank Size (gallons): _____

Type: _____

Distribution Box Size: _____

ABSORPTION FIELDS:

Number of laterals: _____

Length of each lateral: _____

Overall bed dimensions: _____

DISTANCE BETWEEN ABSORPTION DEVICE AND ANY PREVIOUSLY MAPPED WETLAND OR WELL: _____

IS THE SYSTEM UP GRADIENT OF ANY WELL THAT IS WITHIN 200 FT? (Circle one): **YES** **NO**

The following documents must be submitted in support of the septic permit application.

SOIL PERCOLATION TEST

A SITE PLAN – with sufficient detail documenting the following:

- Date the site plan was prepared
- All boundaries of the parcel in question
- All dwellings, buildings, driveways, wells, and other distinguishing landmarks
- All adjacent landowners must be identified along with location of adjacent wells within 200ft of the proposed system
- Schematic of the proposed systems with all dimensions and distances identified

The Building Inspector/Code Enforcement Officer may request a more detailed site plan that may require the preparation by licensed land surveyor or licensed engineer should the complexity or circumstance of the proposed system require it.

You are required to have your septic system inspected during its installation by the Licensed Professional Engineer who designed it. Upon completion, your engineer must certify the installation including any changes and/or modifications to the original approved design.

No system shall be covered before inspection and approval by the Code Enforcement Officer. Failure to comply with this requirement may result in the uncovering of the system by the installer and a fine of up to \$1,000.

An approved copy of the plot plan shall be available on the construction site. Failure to produce said plot plan at time of inspection may result in an immediate work stoppage.

Should unforeseen problems during construction prevent proper installation, alteration or repair of an approved system, a new proposal must be submitted to Code Enforcement before further construction.

Town of Galway Code

§ 115-26 Private sewage disposal; standards; inspection.

A. An adequate sanitary disposal system designed and certified by a professional engineer shall be installed and maintained on each lot where the use of any building on the lot involves the disposal of sewage or waste material. New OWTS require a permit and must be inspected by a person designated by the Zoning Inspector before an occupancy permit is issued.

B. Design and spatial location shall meet sanitary and hydrogeological standards set by the State Departments of Health and Environmental Conservation and, at a minimum, meet the spacing requirement in Table 1 following:

System Component	Well or Suction Line (feet)	To Stream, Lake, Watercourse(b), or Wetland (feet)	Dwelling (feet)	Property Line (feet)
House sewer	25 cast iron	25	10	10
	50 otherwise			
Septic tank	50	50	10	10
Effluent line to distribution box	50	50	10	10
Distribution box	100	100	20	10
Absorption field	100(a)	100	20	10
Seepage pit	150(a)	100	20	10
Dry well (roof and footing)	50	25	20	10
Raised or mound system	100(a)	100	20	10
Evapotranspiration-absorption system	100(a)	50	20	10
Composter	50	50	20	10

NOTES:

(a) When sewage treatment systems are located on coarse gravel or upgrade and in the path of drainage to a well, the closest part of the treatment system shall be 200 feet from the well.

(b) Mean high water mark.

(c) For all systems involving the placement of fill material, separation distances are measured from the toe of slope of the fill.

C. Before a certificate of occupancy shall be issued for newly constructed structures, the Zoning Administrator or authorized representative shall be given notice by the builder of any such septic system, as set forth herein for inspection, prior to the covering of such septic system with earth so as to be invisible. For new construction, the well shall also be uncovered for inspection by the Zoning Administrative Office.

D. If, after written notice to the Code Enforcement Officer, such inspection has not been made within a period of three business days of receipt thereof, the septic system may be inspected in accord with the requirements of the State Health Department and of this chapter by an appropriately trained and experienced professional engineer who is licensed to practice engineering in New York State. The appropriately trained and experienced engineer shall submit a letter report to the Code Enforcement Officer that reports the observations pertaining to the requirements of the State Health Department and of this chapter, and includes photographs of the septic system while visible for inspection. Once the report has been approved by the Code Enforcement Officer or has been submitted for one complete business day, the septic system shall be presumed to be in accord with the requirements of the State Health Department and of this chapter.

§ 115-27 Alteration and/or repair of private sewage system.

Alteration and/or repair of a sewage disposal system shall be performed only after inspection and approval of the proposed work by the Code Enforcement Officer or his authorized representatives. Such approval shall be signified by the issuance of a work permit by said officer. The permit shall specify that the Zoning Administrator or his authorized representatives shall have the right to all reasonable testing and to inspect the adequacy of such septic system, as set forth hereinbefore, prior to the covering of such septic system with earth so as to be invisible. No permit shall be required for the pumping of septic tanks.