1. **First, the septic engineer’s septic plan must be reviewed by, and get approval from, the Health Inspector. The engineer will be notified by the Health Inspector when the plan is approved or rejected.**
2. **Once the septic plan has been approved, you must apply for & pay for an electrical permit at the Building Department. (You must pick up this permit from the Building Department and include it in your packet when you submit the entire packet with payment to the Health Department for the septic installation permit.)**
3. **When applying to the Health Department for the septic installation permit, the contractor must submit all of the following in ONE PACKET via the Health Department dropbox in the lower level of Borough Hall, by mail, or in-person:**
* Electrical Permit (get this permit from the Building Department)
* Deed restriction\* (get this restriction from the Attorney)
* Transmittal page (also called “Bergen County Recording Data Page”) showing that they attorney submitted the deed restriction to the County Clerk (get this page from the Attorney)
* Copy of check that the attorney submitted to the county for the deed restriction (get copy of check from Attorney)
* Service contract for septic maintenance
* Photocopy of contractor’s NEHA Certification
* Payment for permit
* Any other documentation that the Health Inspector requests from you

***ABSOLUTELY NO DOCUMENTATION OR PAYMENT WILL BE ACCEPTED SEPARATELY – it must all be submitted together in complete packet form by the contractor only. There will be NO EXCEPTIONS.***

**APPROVAL OR REJECTION OF A SEPTIC PERMIT APPLICATION PACKET:**

**REJECTION**: If you submit an incomplete packet, it will be rejected and placed on the bulletin board in the vestibule on the lower level of Borough Hall for you to pick up for completion.

**APPROVAL:** If your packet is complete and permit is approved, it will be placed on the bulletin board for pickup. If you would like for your permit to be mailed, please request that at the time that you submit your packet to the Health Department.

\*A deed restriction template form can be emailed to your attorney upon request. An attorney must create the deed restriction and it must be filed with the county. If the attorney has questions about procedures regarding deed restrictions, he or she may call the County Clerk.

***Please note:*** *Permits will only be issued to the owner of the business that is licensed to install repairs and septics in Oakland, as septic installation licenses are non-transferrable.*

***Please note:*** *All Health Department submissions will be processed on a first-come-first-served basis only. Applications prior to applications that were previously received by us. Therefore, it is possible that a permit may not be issued immediately upon request.*