



ONSITE WASTEWATER TREATMENT SYSTEM Property Transfer Certification Instructions and Inspection Report

These instructions are for homeowners and inspectors completing the onsite wastewater treatment system (OWTS) inspection report for a property transfer certificate. **The first page of the report must be completed and signed by the homeowner or the person acting as the homeowner's agent.**

IMPORTANT: Not all systems require an inspection. Visit www.SepticSmart.org or call Boulder County Public Health (BCPH) at 303-441-1564 to determine if an inspection is required for the OWTS. The process for issuing a property transfer certificate takes approximately 10 business days from the time the report is submitted to BCPH; the report should be submitted to BCPH at least 2 weeks prior to the closing of the sale.

OWNER INFORMATION SECTION

The box at the top of the first page of the report **MUST** be filled out completely. The inspection must be less than 365 days old.

SECTION I. GENERAL INFORMATION

*This section **MUST** be completed and **SIGNED** by the **homeowner or the homeowner's agent***

1. Determine the age of the OWTS through existing permit(s). List the years for each component including septic tank(s), absorption bed(s) and other (pump tanks, ATU, etc.).
2. Mark "Yes" or "No" if the property served by the OWTS has a water softener, garbage disposal, or grease trap.
3. Mark "Yes" or "No" if the property is residential, commercial, has a water-flow meter, or is a home business (include type).
4. **This is a PASS/FAIL criterion. List all structures on the property that have bedrooms and/or plumbing including studios, garages, barns, offices, or other outbuildings with plumbing.** List the current number of bedrooms in the main home and other structures that have bedrooms, the number of bedrooms listed on the OWTS permit, and the number of bedrooms listed in the Boulder County Assessor's records. Also include if the home is currently unoccupied; if so, for how long.
 - OWTS records can be found at www.SepticSmart.org
 - Assessor's records can be found at www.BoulderCounty.org/assessor

Note: *If the current number of bedrooms in the home or number of bedrooms listed in the assessor's records is **GREATER** than the number of bedrooms noted on the OWTS permit, it will result in a "FAIL," and BCPH will not accept the inspection report until the discrepancy is resolved. Call BCPH if assistance is needed.*

5. Note if a sewage backup has ever occurred inside the home.
6. List any known repairs made to the OWTS, even if they were done without a permit.
7. Note if a service contract is in place for system components, such as an aerobic tank, chlorinator, or effluent filter; include the name of the servicing company and provide a copy of the service contract with the inspection report.
8. List the date of the last septic tank pumping, previous to the current inspection, and the frequency with which the septic tank is pumped (e.g. once per year, every two years, etc.). Note the name of the pumping company and attach available receipts (required per State Regulation 43).
9. Note if the water to the property is supplied by a well.
10. Note if a water sample test was taken for potability and if the water sample passed or failed.

Property Transfer Renewals will no longer be accepted.

Expired Property Transfer Certificates cannot be accepted. If the original inspection report is less than 365 days old it may be used to apply for a Property Transfer Certificate. The fee is \$50.

SECTION II. SYSTEM TYPE – Sections II-IV must be completed and signed by the inspector.

1. List the type (e.g. concrete, plastic), manufacturer, and capacity of the septic tank or write in “unknown.”
2. List the capacity of the lift station (i.e. pump tank) if applicable, or write “N/A.”
3. List the type of secondary tank utilized if applicable, or write “N/A.”
4. List the capacity of the secondary lift station if applicable, or write “N/A.”
5. Mark the type of soil treatment unit utilized (i.e. absorption bed, trenches, chambers, drip irrigation, ET, etc.). List the soil treatment area in square feet.
6. If there is a vault ONLY, list the type, manufacturer, and capacity.
 - Check if the warning device is a “Pass” (i.e. is present and functioning) or “Fail.”
 - Note the location of the warning device.
 - Check if pumping receipts “Pass” (i.e. are available and will show that the tank is pumped frequently, permitting all wastewater to go into the vault and pumped out before filling to capacity) or “Fail.”
7. List any additional components employed with the OWTS.
8. Note if any greywater discharge is observed and where it is noted. If surface greywater discharge is observed, mark “Fail.”

SECTION III. EVALUATION PROCEDURES

The NAWT (National Association of Wastewater Technicians) inspector must walk through the home to verify the current number of bedrooms. Inspectors must use the following definition for a legal bedroom: *A room with a closet, a window, and private access such that access to other rooms does not have to be gained by going through the bedroom. Basement bedroom windows must meet this egress code: a minimum clear width of 20", a minimum clear height of 24", with a total net clear opening of 5 sq. ft. for grade-level windows and 5.7 sq. ft. for all others. Sill height must be not more than 44" above the finished floor.*

The number of bedrooms currently in the house must not exceed the number of bedrooms listed on the Boulder County Public Health OWTS permit for the property. Go to www.SepticSmart.org, click on “Check Septic Records,” and confirm the number of bedrooms approved by the OWTS permit.

1. Note the number of current bedrooms counted (according to the legal definition above) and if that number doesn't exceed number on OWTS (i.e. Pass) or does exceed the number on the OWTS permit (i.e. Fail). **Note any structures, other than the main house, on the property that have plumbing (YES/NO). If “YES”, all structures must be verified as connected to the OWTS and approved to be connected from BCPH permit records. If they are not, the report is a failing inspection and must be noted as “Unacceptable” with comments on inspection results of OWTS-Item #16.**
2. Note if the septic tank was located, accessed, and opened.
3. Note if the tank cover is secured.
4. Note if the tank seal was checked for integrity.
5. Note if any indications of previous failure, such as past repairs to the tank, were made.
6. Note if the tank lid integrity was inspected and if the sludge and scum layer in the tank was measured.
7. If applicable, note if the effluent filter was inspected.
8. Note if there a diverter valve utilized for a two-bed system (YES/NO).
9. If a diverter valve is installed note if it is operational (PASS/FAIL).
10. Note if an operation test was run, how many gallons of water were added to the tank, and if water flowed back into the tank. A maximum of 100 gallons of water should be added per bed during an operation test. **If there is a two-bed or multiple-bed system with a diverter valve, an operation test must be conducted on all absorption beds and noted on the inspection report.**
11. Note if the primary septic tank was pumped and how many gallons were pumped out. **The septic tank must be pumped in order to conduct a complete inspection of the tank interior. If the septic tank is not pumped, the inspection report will be considered a failed inspection.**
12. Note if the condition of the septic tank and the inlet and outlet tees were inspected, and comment on the condition.

13. Note if a dosing, pump tank or advanced treatment unit (ATU) is utilized and whether the condition was checked.
 - a. Check the condition of the tank and note comments
 - b. Check if the pump (dosing or pump tank only) is elevated off of the tank bottom.
 - c. Check if the pump (dosing or pump tank only) is working. If not, mark "Fail."
 - d. Note if a check valve or purge hole is present.
 - e. Note if a high water alarm float is present.
 - f. Check the alarm float. If alarm float doesn't work, mark "Fail."
 - g. Mark the type of alarm utilized.
 - h. Inspect electrical components to ensure they are satisfactory.
 - i. Note if the pump/ATU tank was cleaned out. If not mark "Fail"
 - j. For ATU, note if the motor is working or not, if not working, mark "Fail"
 - k. For ATU, note if there is a current operation & maintenance agreement/contract in place.

14. Check if the treatment area was probed and if excessive moisture, odor, and/or effluent were present.
 - a. Check to see if the area of the system is properly graded and not subject to serious erosion, such as channeling or gullyng. No portion of the system may be uncovered or exposed.
 - b. Mark "Yes" if the system is located in a corral; under a driveway, parking lot or other structure; or otherwise subject to compaction. If not mark "No."
 - c. Note if there is any indication of previous failure, such as excessive growth in one area, organic deposit, erosion, etc.
 - d. Note if any visible seepage of effluent is present on absorption field. If so, mark "Fail."
 - e. Mark "No" if the area of the system is well-vegetated with grasses, weeds, and wild flowers, with only an occasional small shrub. If the area is heavily vegetated with shrubs and/or trees to the extent that it will allow root infiltration into the system, mark "Yes."
 - f. Note if the system area contains heavy saturation in the gravel or media area by probing or observing monitor ports.
 - g. Note if effluent is being distributed evenly in the system area.
 - h. Note "Yes" if snow cover is present to the extent that it would limit the inspector's ability to properly evaluate the system.
 - i. Note if irrigation is present on the field such as water sprinklers.

15. Note the distance from any well to the closest edge of the system area, measured in linear feet.

16. Note inspection results as "Acceptable" or "Unacceptable." Note if repairs to the OWTS are required, and explain the repairs required. All instances of failure and malfunction required to be documented with photographs. Attach repair photographs to inspection report. Note if an entire system replacement is required or if further exploratory work is required.

SECTION IV. SKETCH OF THE SYSTEM.

Make an accurate sketch of the entire system that shows a north arrow and the location of the dwelling or structure with two triangulated distance measurements to the septic tank lid(s) or GPS coordinates. Include sewer location to structure, septic tank(s), lift station, and soil treatment area. Include all pertinent setback locations, such as lakes, rivers, irrigation ditches, and water wells. **Note: BCPH does NOT accept final drawings from existing permits.**

Boulder County Public Health

ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) Property Transfer Inspection Report

Name of Owner:	Date of Inspection:
Inspection Ordered By:	Name of Inspector:
Site Address:	Inspector's Certification No:
Owner's Phone:	Inspector's Address:
Property Legal Description:	Inspector's Phone:
Send Inspection Report To:	Inspector's E-mail:
Mailing or Email Address:	
Size of Property (i.e. # of acres):	
Type of Existing Building or Structure (if commercial, list all uses or tenants):	

I. GENERAL INFORMATION (TO BE COMPLETED AND SIGNED BY OWNER)

1. Age of OWTS: Tank(s) _____ years Absorption Bed(s) _____ years Other _____ years
2. Water Softener Yes No
 Garbage Disposal Yes No
 Grease Trap Yes No
3. Residential Yes No
 Commercial Yes No
 Flow Meter Yes No
 In-Home Business Yes No Type: _____
4. **BEDROOMS:** Number counted in structures _____
 Number Listed on OWTS Permit _____ **PASS** **FAIL**
 Number Listed in Assessor Record _____
 Is House Currently Unoccupied? Yes No How long? _____
5. Has a sewage backup ever occurred? Yes No
6. List any known repairs to system _____

7. Is there a service contract for system components? Yes No Company: _____
8. Date septic tank last pumped prior to this inspection: _____ Frequency: _____
 Company: _____ (Attach pumping receipt)
9. Water supply supplied by a well? Yes No
10. Potability test sample of well taken? Yes No
 Potability test results: PASS FAIL
 (NOTE: A pass or fail here does not indicate a pass/fail for the inspection)

NOTE: Property Transfer Renewals will no longer be accepted.

The above information is true to the best of my knowledge.

Owner/Legal Agent: _____ Date: _____

II. SYSTEM TYPE: Components of OWTS (complete as required)

- 1. Pretreatment (Septic Tank) Unit 1: Type _____ Manufacturer _____ Capacity (gal) _____
- 2. Pump Tank 1: Capacity (gal) _____
- 3. Pretreatment/Treatment Unit 2: Type _____ Manufacturer _____ Capacity (gal) _____
- 4. Pump Tank 2: Capacity (gal) _____
- 5. Soil Treatment Unit: Type: _____ Area (Ft²) _____
- 6. Vault (see instructions) Type _____ Manufacturer _____ Capacity (gal) _____

Warning Device PASS FAIL

Pumping Receipts (vault only) Yes No

Location of warning device: _____

- 7. Additional Components: _____
- 8. Greywater Discharge (if separate from OWTS): None Surface Subsurface Tank
 PASS FAIL

III. EVALUATION PROCEDURES

- 1. **Number of bedrooms counted in house:** _____
Are there other structures with plumbing? YES NO
(If "YES", all structures must be verified as connected to the OWTS and approved to be connected from BCPH permit records. If they are not, the report is a failing inspection and must be noted as "Unacceptable" with comments on inspection results of OWTS-Item #16)
Number of bedrooms doesn't exceed OWTS record: PASS FAIL
 - 2. Locate, access, and open the septic tank cover: PASS FAIL
 - 3. If at grade, is tank cover secure? PASS FAIL
 - 4. Can surface water infiltrate into tank(s)? No/PASS Yes/FAIL
 - 5. Any indicators of previous failure? Yes No
 - 6. Inspect lid; measure sludge and scum level: Yes No
 - 7. Inspect effluent screen (if applicable): Yes No
 - 8. Is there a diverter valve installed (multi-bed system)? Yes No
 - 9. If there is a diverter valve, is it operational? Yes/PASS No/FAIL
 - 10. Run an operation test (**all beds if multiple-bed system**):
 - a. Gallons added in the operation test : _____ gallons
 - b. Does water backflow into tank? No/PASS Yes/FAIL
- 11. Pump out primary treatment (septic) tank: Yes No/FAIL
 - a. How many gallons? _____ gallons
- 12. Inspect the condition of the septic tank: PASS FAIL
 - a. Inspect condition of inlet and outlet baffles Yes No
 - b. Comments (cracks, deterioration, infiltration, or damage): _____
- 13. Does the system contain a dosing or pump tank, ejector, or grinder pump or an Advance Treatment Unit (ATU)? Yes No
 - a. If so, was the condition of the tank checked? Yes No
 Comments: _____
 - b. Is the pump elevated off the bottom of the tank? Yes No NA
 - c. Does the pump work? Yes/Pass No/Fail NA
 - d. Is there a check valve or purge hole present? Yes No NA
 - e. Is there a high water alarm? Yes No NA
 - f. Does the alarm work? Yes/Pass No/Fail NA

- g. Type of alarm: Audio Visual Both
- h. Do electrical connections appear satisfactory? Yes No
- i. Was the pump/ATU tank cleaned? Yes/Pass No/Fail
- j. If an ATU, is the motor working? Yes/Pass No/Fail
- k. If an ATU, is there a current operation & maintenance agreement in place? Yes No

14. Was the soil treatment area probed to determine its location and to check for excessive moisture, odor, and/or effluent? Yes No
- a. Any area subject to serious erosion? Yes No
 - b. Any area subject to compaction? Yes No
 - c. Any indication of previous failure? Yes No
 - d. Seepage visible on the surface of the field? PASS FAIL
 - e. Is improper vegetation present? Yes No
 - f. Heavy saturation in the distribution media? Yes No
 - g. Even distribution of effluent in the field? Yes No
 - h. Snow cover over the absorption area? Yes No
 - i. Irrigation present on absorption area? Yes No

15. Distance between water well and soil treatment area: _____ Feet

16. Inspection results of OWTS:

- Acceptable (no repairs required)
- Unacceptable (repairs required)**
- Repairs required**

Photo Documentation required for of all instances of malfunctions/failures and of any repairs made

Explain/define repairs needed or repairs made.: _____

Complete system replacement required. Explain: _____

Further exploratory work is required. Explain: _____

IV. SKETCH OF SYSTEM

Make an accurate sketch of the entire system that shows a north arrow, the location of the dwelling or structure(s) with two triangulated distance measurements to the septic tank lid(s) or GPS coordinates. Include sewer location to structure, septic tank(s), lift station, and soil treatment area. Include all pertinent setback locations, such as lakes, rivers, irrigation ditches, and water wells.

Note: BCPH will NOT ACCEPT final drawings from existing OWTS permits.

By signing this form, I hereby verify that I am a NAWT or NSF-certified inspector who personally conducted the inspection of this property.

Certified Inspector Signature: _____ Date: _____