

## Town of Vernon / Village of Vernon / Village of Oneida Castle

### Code Enforcement Office

4305 Peterboro Road, P.O. Box 643, Vernon, NY 13478

315-829-2434 / E-mail: [townofvernoncodes@gmail.com](mailto:townofvernoncodes@gmail.com)

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### Septic System Permit Instructions

This application must be filled out in ink, typed or clearly printed and submitted to the Codes office for review and approval.

This application must be accompanied by two sets of design prints stamped and signed by a New York State licensed design professional.

The design and installation of a Waste Water Treatment System must conform to Appendix 75-A of the New York Sanitary Code.

Contactors must provide proof of New York State Workers Compensation and Disability Insurance prior to the issuance of a permit.

No part of the waste water treatment system shall be covered until the required inspections have been done and approved by the Authority Having Jurisdiction. **PLEASE CONTACT THIS OFFICE AT LEAST 24 HOURS BEFORE PLANNED COVERING. Failure to contact this office prior to covering could result in work having to be removed at the owner's or contractor's expense to allow for all required inspections.**

Tests and final inspection are to be made by a licensed design professional registered with the State of New York. A letter from said professional confirming the installation was completed in compliance with the system design plans shall be provided to this office prior to the issuance of a Certificate of Compliance.

The application fee for a septic system permit is \$50.00.



**TOWN OF VERNON**  
**Village of Vernon / Village of Oneida Castle**  
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PO Box 643  
Vernon, NY 13476  
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**Septic System Permit**  
**(On Site Waste Water Treatment System)**

|                          |                    |
|--------------------------|--------------------|
| <b>OFFICIAL USE ONLY</b> |                    |
| Permit Number: _____     | Date: _____        |
| Fee: _____               | Approved by: _____ |

|                                   |
|-----------------------------------|
| Address of proposed system: _____ |
| Tax map # _____                   |

|                       |              |
|-----------------------|--------------|
| Property owner: _____ |              |
| Address: _____        |              |
| Phone number: _____   | Email: _____ |

|                                      |  |   |  |
|--------------------------------------|--|---|--|
| Application is for:                  |  |   |  |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial                |   |  |
| <input type="checkbox"/> New System  | <input type="checkbox"/> Repair of existing system | <input type="checkbox"/> Replacement of existing system |  |

|                                      |                      |
|--------------------------------------|----------------------|
| Please answer the following:         |                      |
| Number of bedrooms: _____            | Size of lot _____    |
| Garbage disposal: Yes _____ No _____ | Slope of land: _____ |
| Type of water system: _____          |                      |

Engineer Information:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Percolation Test Hole #1: \_\_\_\_\_

Percolation Test Hole #2: \_\_\_\_\_

Deep Hole Test Results: \_\_\_\_\_

Date of tests: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of proposed Work:

Findings of the percolation tests must be sketched on at least a minimum size of 8 ½ x 11 paper attached to this application and bear the signature of the engineer conducting the test. Show the location of all structures and location of the well if applicable.

The design and installation of the Waste Water Treatment System must conform to Appendix 75-A of the New York Sanitary Code.

**Tests and final inspection are to be made by a Licensed Design Professional registered with the State of New York.**

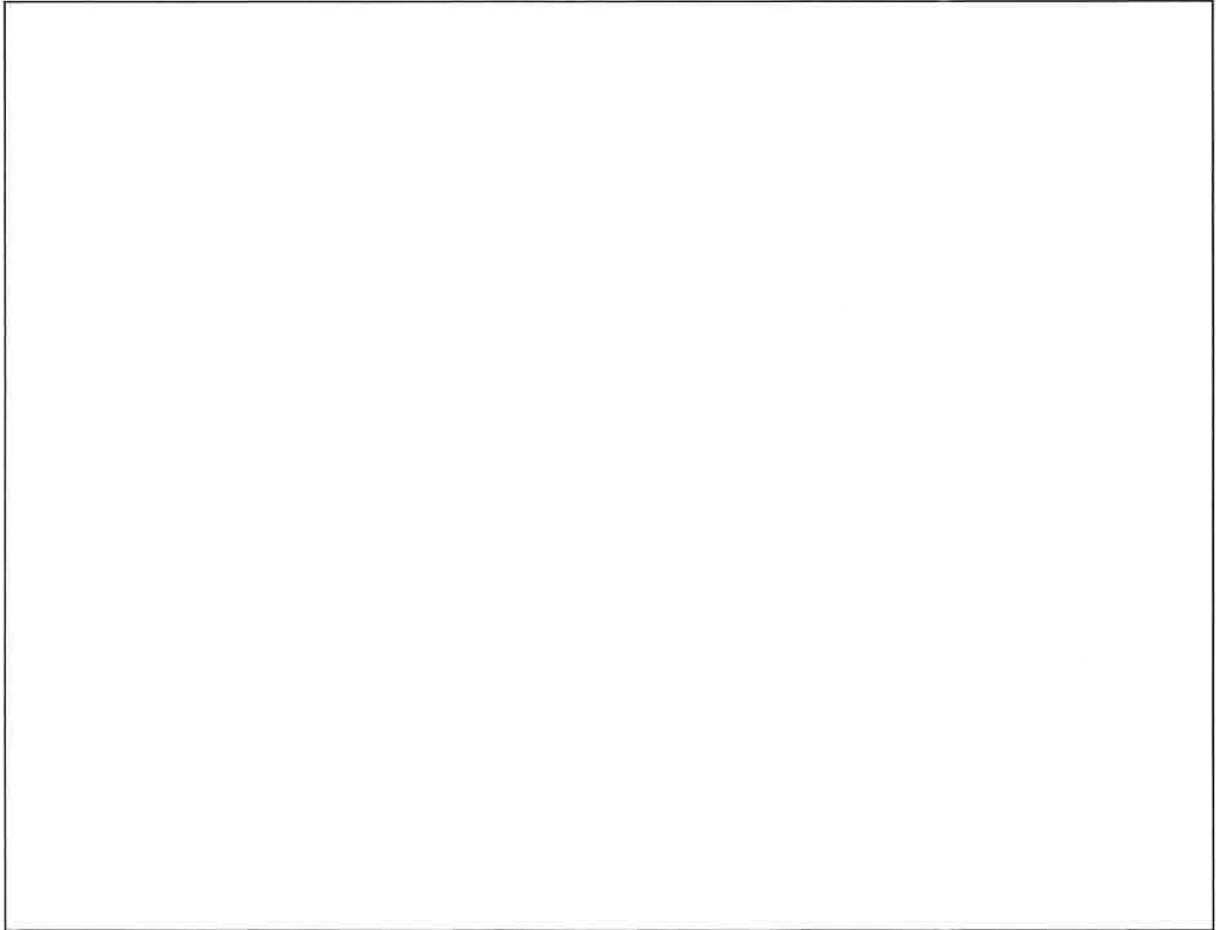
**NO PART OF THE WATER TREATMENT SYSTEM SHALL BE COVERED UNTIL THE REQUIRED INSPECTIONS HAVE BEEN CONDUCTED AND APPROVED BY THE AUTHORITY HAVING JURISDICTION. TOWN/VILLAGE INSPECTOR MUST BE NOTIFIED AT LEAST 24 HOURS BEFORE PLANNED COVERING.**

**My signature indicates I have read the requirements of the application.**

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Owner [ ] Owner's Agent [ ]

**Site Plan Drawing\***  
\*See sample on next page  
for instructions

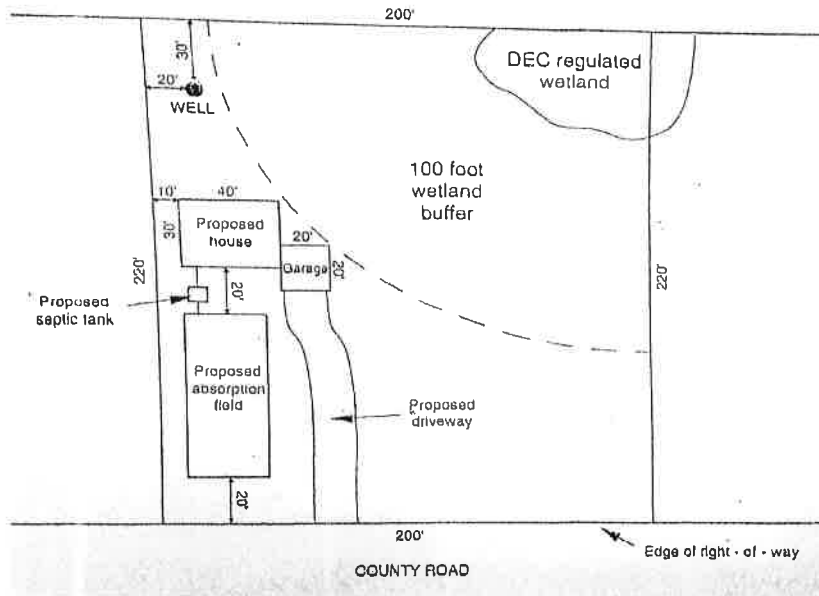


Please include:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions and distance from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities

Additional drawings may be attached if needed

SAMPLE SITE PLAN\*



\* Elements that should be included on a site plan are:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions, and distance from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities
- Existing and proposed landscaping and storm water facilities (for large-scale projects only)

