



**Town of Foxborough
Board of Health**

SEPTIC REPAIR PROCEDURE - CHECKLIST

- **Percolation Test**
 - Submit Perc Test Application and \$200 fee at least one week before test performed.
 - Installer or Engineer must get Trench Permit from the Building Department before test is performed.
 - Design Engineer will set up the test date with Board of Health.
 - Perc tests are done Mondays through Thursdays.
 - Upon successful soil testing, the Engineer will design the repair plan.

- **Disposal Works**
 - Submit Disposal Works Application, \$200 fee, and three (3) copies of the plan.
 - Engineer is required to also complete and submit Septic Amendment Form.
 - State Law allows up to 45 days for Board of Health to review the design plan.
 - Plans are then sent to the Conservation Commission for approval.

- **Variance**
 - If a plan needs a variance, it will require a hearing at a Board of Health meeting; Engineer is to set the date and time for attendance at the meeting.
 - A certified letter to all abutters with notification of hearing date must be sent out at least 10 days before scheduled meeting.
 - A generic variance letter is available at the Board of Health office (and on website).

- **Approved Plans**
 - When plans are approved by the Board of Health, the home owner may pick up their approved copy of the plan for the purpose of selecting an installer for the job.
 - Septic system installers must be a licensed installer in the Town of Foxborough.
 - The selected licensed installer must come to the Board of Health to sign the Disposal Works Application and be issued the installers plan and permit for construction.

- **Abandonment**
 - Disposal Works Application and \$50 fee, along with copy of sewer connection permit must be submitted to the Board of Health.
 - The old system must be fully abandoned by the installer.
 - System must be pumped prior to crushing and filling the septic tank and/or cesspool(s).

- **Inspections**
 - The Septic Installer will call the Health Agent for the required inspections throughout the repair process.
 - Inspections take place Monday through Thursdays.
 - **The Septic Installer *must* have a stamped approved plan on site at all times, \$100 fee will be imposed.**
 - Please call office 48 hours in advance to schedule system inspections including tank, open hole, and final inspections.

- **Deed Restriction/Deed Notice**
 - If a deed restriction/notice is required, all proper documentation showing the deed restriction/notice has been filed must be submitted to the Board of Health before the Certificate of Compliance will be issued.

- **As-Built**
 - Once the system has been inspected, the Design Engineer must draw up an “As-Built” plan of the system and then submit to the Board of Health on 8 ½” x 11” paper.

- **COC**
 - Once Board of Health determines that the system is in conformance with Title V, a Certificate of Compliance will be issued.