

Leavenworth County
Real Estate Inspection Protocol For On-Site Sewage Management
Systems:
April 14,2011

Purpose Statement:

The primary purpose of inspecting septic systems at the time of a property transfer is to ensure that the on-site sewage management system is functioning properly and not creating a public health hazard by discharging sewage.

A. Prior to the Inspection:

1. The applicant shall be responsible for hiring an installer or designer (hereafter referred to as inspector) and a septage hauler currently licensed by Leavenworth County to complete the inspection.
2. The inspector shall fill out the application form entitled Inspection of On-Site Sewage Management System For Real Estate Transaction Form available at the Planning and Zoning Office and at our web site <http://www.leavenworthcounty.org> - Planning and Zoning-Forms
3. The inspector shall be responsible for contacting Planning & Zoning Department to research records to determine if an approved Private Sewage Disposal Permit is on file and if a drawing of the system is available. If one is available, a copy of it shall be provided to the inspector.

B. During the Inspection:

4. The tank(s) shall be pumped and inspected.
5. Tank(s) shall be inspected and comments noted on form. Tanks that are home-made, made of concrete blocks, brick, metal, caved in, has any major cracks, or is otherwise structurally unsound shall not be approved and a new KDHE-compliant septic tank shall be required to be installed prior to occupancy. A permit shall be required prior to installation.
6. The lateral field area shall also be inspected for any signs of effluent discharge. The entire property shall be inspected to ensure there are no open pipes discharging effluent. If an open pipe is identified and/or the lateral field appears to be discharging effluent, the system will need to be repaired prior to occupancy. A permit shall be required prior to repairing the system.
7. The inspector may put dye into the system to verify if effluent is being discharged. This process may take a couple of days to accomplish as it takes an adequate amount of water run through the system to validate whether it is discharging effluent. Information, such as whether or not the house has been occupied, or how long the house has been

vacant, or how many people are currently living in the house should all be used as factors to estimate how much water or how many days, it will take to confirm the discharge location. If there is a sewage discharge, the inspector shall take photos of the discharge and it shall be noted on the form that corrective measures or a new lateral field shall be required to be installed prior to occupancy. The new lateral field site must pass a perc test and a permit shall be obtained for the new field prior to construction.

8. Check the plumbing inside the house to confirm that all plumbing is correctly connected to the septic system. Floor drains and groundwater sump pumps shall not discharge into the septic system.
9. Inspect the site for any abandoned wells. Abandoned wells will need to be filled in accordance with Kansas Department of Health and Environment regulations prior to occupancy.
10. If any violations of the Leavenworth County Sanitary Code are observed, state the violation within the comments section on the Septic System Real Estate Inspection Report form and indicate repairs that are required prior to occupancy. The inspector shall take photos of the violations and include with report. Also indicate any minor repairs that are necessary. Minor repairs may be completed at the time of inspection or at a later date. Minor repairs do not require a permit. Major repairs shall require permits. Major repairs shall consist of replacement of tank(s) and/or replacement or additions to absorptive laterals. Minor repairs shall consist of all other repairs.

C. After the Inspection:

11. Return a copy of the following information to the Planning & Zoning Department via mail, Fax, or e-mail and to all interested parties:
 - a. As-build plan indicating the following items including but not limited to; location of the septic tank and pump tank, lateral fields, pumps, clean outs, tight lines, required setbacks, and any other items that are part of the system. Dimensions from house shall be included.
 - b. Completed Real Estate Resale Inspection for On-Site Sewage Management System Report Form.
 - c. Applicable permits for Major Repairs.
 - d. Applicable fee(s) if required.