



MONTEREY COUNTY
HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH BUREAU

ENVIRONMENTAL HEALTH REVIEW SERVICES

Permit Process Guide

Health Department

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<http://www.co.monterey.ca.us/government/departments-a-h/health/environmental-health/environmental-health-review>

INTRODUCTION

This brochure is designed to give the general public an introduction to the permit process involving Environmental Health Review Services (EHRS) of the Environmental Health Bureau (EHB). This guide gives you an overview and can help you successfully navigate Environmental Health planning and construction permit review as well as onsite wastewater treatment system permit processes.

There are two basic categories of permits reviewed by EHB:

- Discretionary permits. A discretionary permit is one that requires subjective review and where conditions of approval may be applied. This type of permit is issued based on the requirements of the County Codes, General Plan, Land Use Plans, Area Plans, Coastal Implementation Plans, and/or Zoning Ordinances.
- Ministerial permits. A ministerial permit is issued once all requirements are met. This type of permit is issued based on the requirements of the adopted zoning and building codes and standard engineering principles.

The Planning Department will determine whether the project requires a discretionary permit, ministerial permit or both. Once an application and packet of site plans are submitted, the planner or building services representative will forward the application to EHB for review.

EHB Definitions

Onsite wastewater treatment system (OWTS): A system relying on natural processes and/or mechanical components that is used to collect and treat wastewater from single dwellings or buildings, and disperse/discharge of the treated wastewater below ground on the same parcel as the structure that the OWTS serves. OWTS permits are ministerial and are issued by EHB.

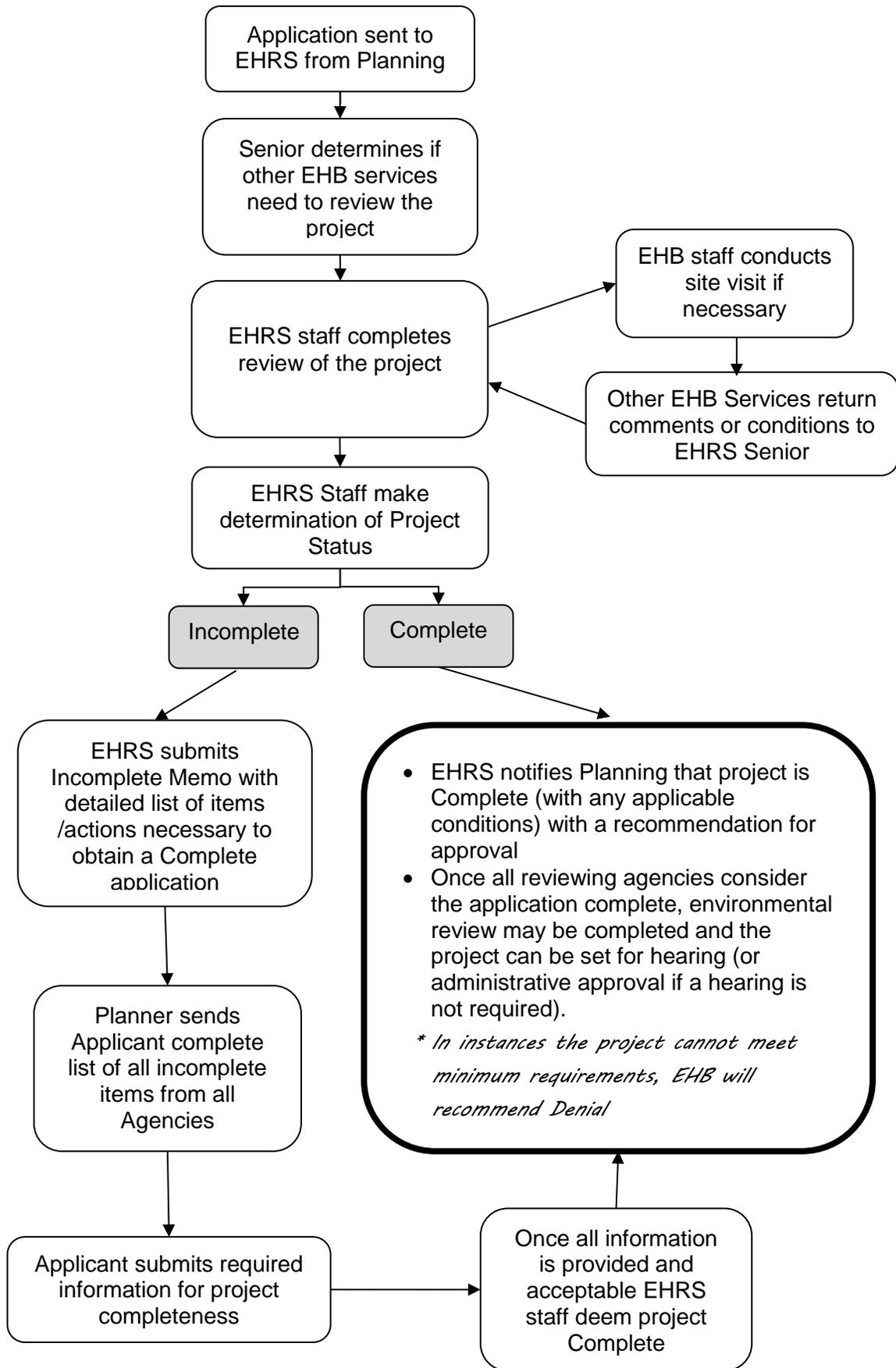
Alternative onsite wastewater treatment system (Alt OWTS): An onsite treatment system that includes components different from those used in a conventional septic tank and disposal field system. An Alt OWTS is used to achieve acceptable treatment and dispersal/discharge of wastewater where conventional systems may not be capable of meeting established performance requirements to protect public health and water resources. (e.g., at sites where high ground water, low-permeability soils, shallow soils, or other conditions limit the infiltration and dispersal of wastewater or where additional treatment is needed to protect ground water or surface water quality). Components that might be used in alternative systems include sand filters, aerobic treatment units, disinfection devices, and alternative SWISs such as mounds, gravelless trenches, and pressure and drip distribution.

DISCRETIONARY PERMIT REVIEW PROCESS

If your project requires a Discretionary Permit the following steps are required from the Environmental Health Bureau (EHB). See the flowchart below for the general steps.

1. When determined by the Planning Dept, the Application Packet (PLN) is sent to Environmental Health Review Services (EHRS) of EHB.
 - ❖ *The review of your PLN will be expedited by providing detailed Water System and Onsite Wastewater Treatment System information in your application.*
2. The PLN is routed to the appropriate EHRS District Senior. You can view which staff member is assigned to your project on [Accela Citizen Access](#).
3. The EHRS Senior reviews the project and confers with other appropriate EHB Services such as [Drinking Water Protection](#), [Hazardous Materials Management](#), [Consumer Health Protection](#) and [Solid Waste](#).
 - a. EHB staff generally conduct necessary site visits prior to making a determination on completeness of the project.
 - b. If your Discretionary Permit involves a Subdivision, proof of long term sustainable water supply and wastewater feasibility are required prior to the application being deemed complete.
4. EHB has two weeks to determine that the project is complete or incomplete (with a detailed list of why the application is incomplete) upon receiving the application. This is also noted in [Accela Citizen Access](#).
5. Once your planner receives all of the comments from each agency you will be sent a letter summarizing the status of your project application, including a complete list of items or actions necessary to make the project complete if necessary.
6. It is now your job, as the applicant, to begin submitting all information requested on the incomplete memo (step 5). If documents are requested, please send these through the Planning Department. Once all of the requested information is submitted, the County has up to 30 days to review the submittal and inform you of the status of your project.
7. When all of the requested information has been submitted and is acceptable, the application is considered Complete by Environmental Health. EHB will submit a memo to your planner with any conditions that apply to the project. This is also noted in [Accela Citizen Access](#).
8. Once all reviewing agencies consider the application to be complete, environmental review may be completed and the project can be set for hearing (or administrative approval if a hearing is not required).
9. After the project has been conditioned and approved, you may start clearing conditions. All conditions assigned by EHB must be cleared before our office will approve construction permits related to the planning project.

DISCRETIONARY PERMIT REVIEW PROCESS



MINISTERIAL PERMIT REVIEW PROCESS

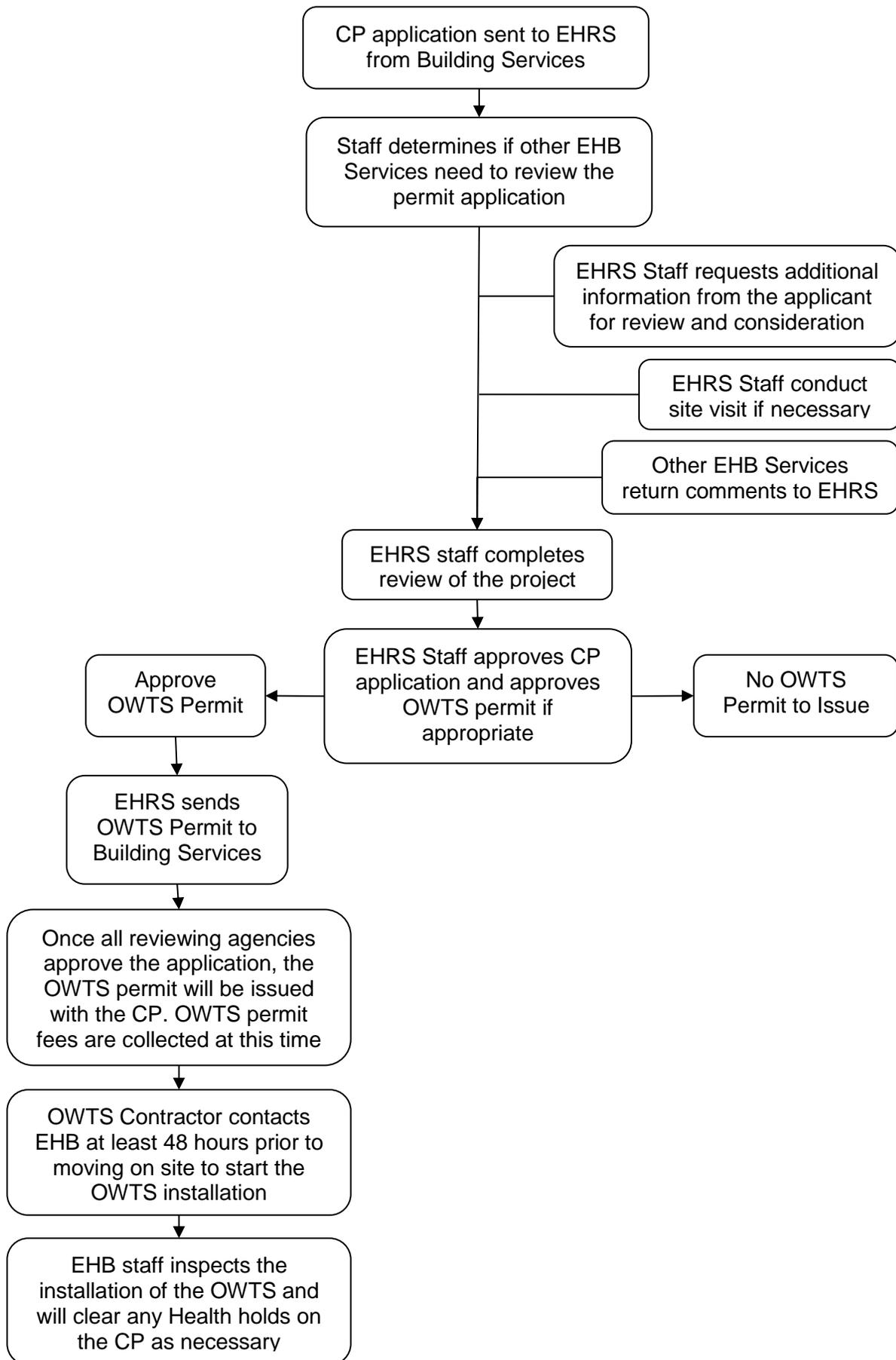
If your project requires a Construction Permit or Grading Permit (CP) that requires review from the Environmental Health Bureau (EHB), the following steps are required. Refer to the flowchart that follows for the general process.

1. Building Department sends the CP application to Environmental Health Review Services (EHRS) of the EHB.
 - a. To expedite the review of your CP please provide detailed Water System and Onsite Wastewater Treatment System information on your application.
2. The CP application is routed to the appropriate EHRS Staff member. You can view which staff member is assigned to your project on [Accela Citizen Access](#).
3. The EHRS staff member reviews the project and confers with other appropriate EHB Services such as [Drinking Water Protection](#), [Hazardous Materials Management](#), [Consumer Health Protection](#) and [Solid Waste](#).
 10. EHRS staff will generally conduct necessary site visits within two weeks.

In some cases a Secondary Permit from an EHB Service would be required such as:

- Drinking Water Protection Permits: Water System, Well Construction
 - Consumer Health Protection Permits: Employee Housing, Food Facility, Public Swimming Pool
 - Hazardous Materials Management Services Permits: Monitoring Well, Hazardous Materials Storage or Generation, Hazardous Materials Use
 - Solid Waste Permits: Composting Facility, Medical Waste
4. EHRS will contact you with any changes that are required on the site plan as necessary. Revisions should be submitted through Building Services so that all reviewing agencies are aware of changes to the site plan and so the approved job copy reflects those changes
 5. Once the site plan is acceptable and all EHB concerns are met, EHRS staff will update Accela to indicate that the project is approved. This change can be viewed through [Accela Citizen Access](#).
 - * When appropriate, EHRS staff will include an Onsite Wastewater Treatment System (OWTS) permit to be issued concurrent with your CP.
 6. Contact Building Services for further information on the rest of the process to obtain your CP.

MINISTERIAL PERMIT REVIEW PROCESS



MINISTERIAL PERMIT REVIEW PROCESS

When you are applying for an Onsite Wastewater Treatment System (OWTS) Permit that is not associated with a Construction Permit you must apply directly to the Environmental Health Bureau (EHB). The following describes steps to obtain an OWTS permit:

Conventional OWTS Repair

1. Apply for an OWTS permit at EHB.
 - a. Submit the Application, Site Map and applicable Fee.
2. Environmental Health Review Services (EHRS) staff reviews the application.
3. EHRS staff conducts a site visit to verify compliance with Monterey County Code (MCC), Chapter 15.20, Sewage Disposal and the Central Coast Basin Plan.
4. If a variance is required, the applicant must submit a completed variance application form.
 - a. EHRS staff and supervisor will review the variance application and submit for final approval by the Director of EHB.
 - b. A variance to the Basin Plan requires Regional Water Quality Control Board (RWQCB) approval. EHRS will forward those applications to the RWQCB.
5. EHRS staff may request redesign or changes to the system layout prior to permit issuance.
6. The OWTS permit will be issued once EHRS staff confirm the proposal conforms to the standards and requirements specified by Monterey County Code, Chapter 15.20.
7. At least 24-hours prior to moving on site to commence construction, the CA-licensed OWTS Contractor must contact EHB *and speak with a live person* to notify their intent to start the OWTS installation.
8. EHRS staff may require inspections at various stages of the OWTS installation and will only sign off on the permit once inspections are complete and if requested, an as-built diagram is submitted.

MINISTERIAL PERMIT REVIEW PROCESS

