

**INSTRUCTIONS FOR  
COMMERCIAL SUBSURFACE SEWAGE DISPOSAL SYSTEMS**

- Complete enclosed application
- Enclose a check or money order for the appropriate application fee made payable to:

**Ulster County Commissioner of Finance**

_____ Daily flows less than 1,000 gallons. . . . .	\$400.00
_____ Daily flows 1,000 gallons – 10,000 gallons * . . . . .	\$500.00
(Daily flows more than 10,000 gallons – plans to be submitted to the NYSDEC for review & approval)	

\* only applies to facilities permitted by DOH under Part 6, 7, 14, 15 or 17 of the NYS Sanitary Code.

**ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE**

*\* Please note: A fee of \$20.00 will be charged by the Ulster County Department of Health for any checks that are returned to our Department from the Bank.*

- Mail application, drawings and fee to:

**Ulster County Department of Health  
Environmental Health Services Division  
239 Golden Hill Lane  
Kingston, NY 12401**

- Make appointment for inspection and deep test holes after application is submitted to this Department.
- Supplemental Instructions:

The processed application will be valid for a period of five (5) years from receipt by the UCDOH.

In accordance with the State Education Law, plans for commercial sewage disposal systems must be prepared by a design professional (professional engineer or registered architect) licensed to practice in New York State by the State Education Department (SED).

New York State Department of Environmental Conservation (NYSDEC) published standards under 6 NYCRR Part 750, entitled, “Design Standards for Wastewater Treatment Systems for Intermediate-Sized Facilities”, latest edition, shall apply to commercial and institutional systems.

For systems with flows of 1,000 gallons per day (gpd) or more, a copy of an approved NYSDEC SPDES permit or pending SPDES Application shall be submitted with the design package.

Projects requiring the addition of, or a modification to, a Public Water System (PWS), NYSDOH form DOH-348 (“Application for Approval of Plans for Public Water Supply Improvement”), shall be submitted with the required fee and design.

- Engineering design drawings shall include at a minimum the following information:
  1. An inset site location map;
  2. PE/AIA stamp with signature;
  3. Deep-hole and percolation test locations and results within the primary and reserve areas;
  4. Field contours shall be shown, using two (2) feet maximum interval in the location of the house or facility, Sewerage System and well. Contours elsewhere shall be a maximum of five (5) feet and the origin referenced;
  5. Calculations showing proposed system load, soil application rate(s), quantity and length of distribution laterals (includes absorption bed, sand filter, grease trap, and seepage pits sizings);
  6. System elevation detail showing trench and fill section;
  7. Overall footprint on plat for the proposed system;
  8. Details for septic tank, grease trap, distribution box and drop boxes;
  9. Dosing system calculations and pump/flout details including chamber an on/off/alarm/reserve volume depth settings
  10. 100% reserve system; note proposed technology, number & length of laterals, (or “same as primary” if applicable), and overall footprint on plat;
  11. Water well; show minimum 100’ radius to absorption field and typical well system detail;
  12. Well statement (“Well shall be constructed per NYSDOH Appendix 5-B, “Standards for Water Wells”, latest edition”); and
  13. A minimum of two copies shall be submitted for UCDOH approval.