

## Steps for Obtaining a Septic System Installation Permit and Certificate of Compliance

1. Engineer of record or septic installer must fill out Application for Disposal Works Construction Permit: (use state duplicate carbon form)
2. Once the application has been reviewed, the installer **must** pick up the Disposal Works Construction Permit from the Board of Health office.
  - Installer shall provide a copy of their Town of Freetown Septic Installers License at that time
3. The installer is required to notify the Board of Health office for the required inspections as follows: Bottom hole inspection, tank and distribution box inspection and final inspection
4. After the inspections have been completed an As-Built plan must be provided by the engineer of record and reviewed by the Health Agent prior to issuance of a Certificate of Compliance.