



Callaway County Sewer District

5517 Old US Highway 40 Kingdom City MO 65262

Phone: (573) 491-1118

E-mail: ccrsewerdist@gmail.com

Process for filling a sewer permit and obtaining an address

1. Obtain a permit pack from the Callaway County Sewer District office or by mail.
2. Fill out all areas on the permit and submit the permit to the Callaway County Sewer District along with the \$350.00 permit fee. Your address will be issued from the information you provide on your permit. Please give accurate directions (from Kingdom City to your site) so 911 addressors will be able to locate your site. **All permits expire one (1) year after issuance unless contacted in writing for an extension.**
3. Contact a Certified Soil Scientist to have a soil analysis conducted at your site. A list of Certified Soil Scientists is included in your sewer packet.
4. Submit the soil analysis to the Callaway County Sewer District for review. This review will determine the types of sanitary wastewater systems that may be approved for you site.
5. Set Flags or pins on your property where the proposed sewer system is to be located. These areas must meet current set back requirements and may be done by the homeowner or a Certified Installer.

All construction must be done by a Certified Installer. (A list of Certified Installers may be obtained from the Callaway County Sewer District by request or may be found on the internet at <http://health.mo.gov/living/environment/onsite/counties/index.php>)

Please read the important information on both sides of this page BEFORE completing the on-site sewage system permit application.

1. The role of the Sewer District as the assigned administrator of Ordinance 701.025 to 701.059 is to provide: a) information, b) permit application review, c) a preliminary on-site inspection to verify the permit application information and compliance with local regulations, and d) a final installation inspection. This office has 15 days from receipt of a fully complete permit to perform a preliminary on-site inspection. For state registered contractors must give a forty-eight hour notice before backfilling trenches. Please contact the Sewer District to arrange an inspection of your sewage system. Soil Morphology tests are required for all new construction as well as for previously developed sites where major modifications are required to bring the system up to code. **NO construction may begin without 24 hour notification to Callaway County Sewer District. NO EXCEPTIONS.**
2. The permit fee is three hundred fifty dollars (\$350.00), please make checks payable to the Callaway County Sewer District. The application will not be reviewed unless the permit fee is received. The permit fee covers the services mentioned in statement One (listed above). Any person requesting additional inspections or consultation after the permit has final approval will be charged at the rate of twenty-five dollars per hour (\$25.00/hour) or any portion of an hour thereof including travel time.
3. The Sewer District does not design on-site sewage systems. You may design your own wastewater stabilization pond or absorption system if soil conditions are appropriate for the system you wish to install. Alternative systems or new construction systems on 2 acres or less shall be required to be designed by a licensed professional engineer.
4. **THE APPLICANT IS RESPONSIBLE FOR FULLY COMPLETING THE PERMIT APPLICATION AND PROVIDING ANY DOCUMENTATION REQUESTED BY THE SEWER DISTRICT. ALL INFORMATION MUST BE ACCURATE, ANY PERMIT APPLICATION WHICH IS INCOMPLETE OR INACCURATE SHALL NOT BE APPROVED.** The application must include: the drawing of the system location (complete with distances to structures, water sources and property lines) and the application must be signed by the owner or agent of the owner.
5. It is required that you call the Sewer District prior to purchasing or developing land in Callaway County to determine whether or not it is feasible to place an on-site sewage system upon it.
6. Undeveloped lots must meet all the minimum setback requirement. There shall be no exceptions. Developed lots existing prior to January 1, 1996 may be granted variances by the Callaway County Commission.
7. Contact this office at (573) 491-1118 to set up an appointment. You may drop off the application during the Sewer District's normal business hours or send it by mail.

Exclusions and Specifications:

- 1) **Property owners of ALL buildings where people live, work or assemble shall provide for the sanitary disposal of all domestic sewage.** Sewage and waste from such buildings shall be disposed of by discharging into a sewer system regulated pursuant to Chapter 644, RSMo, or shall be disposed

of by discharging into an on-site sewage disposal system operated as defined by rules promulgated pursuant to sections 701.025 to 701.059 Callaway County Sewer Ordinance. The Department of Health and Senior Services shall register any person installing on-site sewage disposal systems to do so. Any construction, operation, major modifications, or major repair of an on-site sewage disposal system shall be in accordance with rules promulgated pursuant to sections 701.025 to 701.059, regardless of when the system was originally constructed. All new construction shall have a final inspection of the sewer system completed before occupancy of the building. Subdivisions under County jurisdiction (3) to (6) lots shall provide a soil morphology test for each lot, and if the soil proves to be non-conductive to on-site sewage, a referral will be made to Missouri Department of Natural Resources for a central collection and treatment system to be installed.

- 2) All Commercial business wanting to install a lagoon must apply to the Missouri Department of Natural Resources for a permit.
- 3) Individuals, whose loans are federally insured, regardless of lot size, should contact our office for information before installing the sewage system.
- 4) All permitted systems (including lagoons) shall have a soil morphology examination performed by a person or persons registered with the State of Missouri. Results of these tests must be submitted with the permit application. A list of registered soil scientist is included in the sewage packet, or is available from our office upon request.
- 5) Diagram specifications for site plans:
 - A. Plans for absorption field showing the following:
 1. Field locations with slope (s) indicated or with contour lines based on field measurement. If field areas are essentially flat or of uniform grade, spot elevations will be required for alternate systems;
 2. Field layout, length spacing connection, pipe sizes and cleanouts details, invert elevations of flow distribution devices and laterals, valves and appurtenances (accessory);
 3. Trench plan and profile drawings and flow distribution device details;
 4. Location and design of associated surface and groundwater drainage systems;
 5. Name, address and telephone number of the person (s) drafting the plans; and
 6. Any other information required by the administrative authority
 7. Set back distances
 - B. Alternative systems whether or not specifically described in this rule or lots of 2 acres or less must have:
 1. Engineer design and stamped.

**CALLAWAY COUNTY SEWER DISTRICT
ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION**

OFFICE USE ONLY

Received ____/____/____ Approved/Disapproved ____/____/____ Receipt # _____ Amount \$ _____
Expires ____/____/____ Owner/Agent notified ____/____/____ Reviewed by _____

1. Property Owner/Agent	Home Phone	
Mailing Address	Work Phone	
	Cell Phone	
Site Address	e-mail address	
	Lot #/Lot Size	
	Parcel ID#	
All permits expire 1 year from date of purchase.		
	GPS-Location	
Directions to Site (from our Kingdom City office)		

2. Type of Installation: ☐ New ☐ Modification or repair		
Type of Building:	☐ Single-Family Number of Bedrooms _____	☐ Farm ☐ Church ☐ Business
Water Supply	☐ Public ☐ Private	

Soil evaluations must be performed by a qualified person prior to designing of the system.

Include the results with the completed application and the \$350.00 permit fee.

3. Proposed System (Complete only pertinent information)		
☐ Waste Stabilization Pond (Lagoon)		
Dimensions (length x width or diameter): _____		
Total water surface area (square feet): _____	Working Dept: _____	
Distance of: Overflow to property line _____	Nearest property line _____	
: Nearest neighboring residence _____	Setbacks from residence _____	
☐ Sewage Tank		
Type of Tank:	☐ Conventional Tank	☐ Aeration Unit
Manufacture: _____		
Material:	Concrete	Plastic Fiberglass
Volume (gallons) _____		
Absorption Field: Total absorption area _____		
Number of trenches _____	Trench width _____	
Trench depth _____		
Distance of: Tank to well _____	Tank to residence _____	
Field to well _____	Field to residence _____	
Field to property line _____	Field to water lines _____	
Field to stream or lake _____		

**CALLAWAY COUNTY SEWER DISTRICT
ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION**

3. Proposed system continued

Alternative System

Type: ☐ Low Pressure Pipe System ☐ Single Pass Sand Filter ☐ Wetlands
 ☐ Mound System ☐ Drip Irrigation ☐ Other

MUST INCLUDE Professional Engineer's design and other supporting information

Registered Installer

Name: _____ Phone#: (____) _____ - _____
Address: _____ Cell # (____) _____ - _____
City: _____ State: _____ Zip Code _____
Installer's ID # _____

Signature of Owner

All the information contained in and with this application is true and accurate to the best of my knowledge

Signed: _____ Date: _____

OFFICE USE ONLY

Site Visits

Date _____	Inspector _____
Date _____	Inspector _____
Date _____	Inspector _____

Confirmation of Lagoon fencing _____ Date _____

Comments:

Final Installation Approval: The above system has ben inspected and complies with CCHD Ordinance 701. This in no way guarantees the continued performance of the system.

EPHS _____ # _____ Date: _____

**CALLAWAY COUNTY SEWER DISTRICT
ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION**

Site Layout

1. Show all property lines and dimensions to reflect the shape and size of the property.
2. Diagram proposed system. Show appropriate elevations to indicate proper fall for system.
3. Show distance to house, well, water lines, property lines, geological features such as sinkholes, rock outcrops, lakes, ponds, creeks, etc.
4. Show distance to neighbor's wells, homes, etc.
5. Show locations of all soil evaluation test pits.
6. Indicate any known easements that exist for utilities, roads, private driveways or other easements.