

# Septic Plan Check Contractor Acknowledgment

WLS-034

**Purpose:** To notify septic permit applicants that their septic permit applications may be reviewed by an organization contracted by the County of Sonoma Permit and Resource Management Department (PRMD) to perform site review and plan check services and to have the applicant acknowledge that they, the property owner(s), and/or the plan preparer(s) do not have any conflicts of interests with the septic plan check contractors.

**Background:** In order to expedite the septic permit application review and issuance process, PRMD has contracted with Huffman Engineering & Surveying (Huffman) and Munselle Civil Engineering (Munselle) to perform site reviews and plan check services related to septic permit applications as plan check contractors (PC Contractors). These PC Contractors will be receiving and reviewing septic permit application materials such as septic plans, septic design calculations and contact information for parties identified in the septic permit application contents. As part of the septic permit application review process, personnel from the PC Contractors may be performing site reviews and entering properties where work is proposed and identified on the septic plans.

**Acknowledgment:** I, \_\_\_\_\_, acknowledge that  
PRINTED NAME OF APPLICANT (OWNER OR AUTHORIZED AGENT)

- 1) I am the owner or the authorized agent of the owner of the property "site address" listed below,
- 2) The site address must be clearly posted or displayed in numbers at least four (4) inches tall at the site access point from both directions along the main access road and at all forks in any access road(s) to the site,
- 3) Any necessary gate codes or special access instructions or restrictions have been disclosed as part of the septic permit application for the "permit number" listed below,
- 4) A representative from Huffman or Munselle may be performing a site review on behalf of PRMD and entering property where work is proposed and identified on the septic plans for the "permit number" listed below, and
- 5) Failure to comply with the above items may delay the completion of the site review process, delay the septic permit application review and/or issuance process, and be subject to reinspection fees.

**Permit Number:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

By signing below, I certify to the best of my knowledge that I, the property owner(s), and the plan preparer(s) have **no interest, financial or otherwise, that might conflict in any manner with the performance of Huffman**.

\_\_\_\_\_  
SIGNATURE OF APPLICANT (OWNER OR AUTHORIZED AGENT)

By signing below, I certify to the best of my knowledge that I, the property owner(s), and the plan preparer(s) have **no interest, financial or otherwise, that might conflict in any manner with the performance of Munselle**.

\_\_\_\_\_  
SIGNATURE OF APPLICANT (OWNER OR AUTHORIZED AGENT)

By signing below, I request the site review and septic permit application review be **performed by county staff and NOT by any PC Contractors**.

\_\_\_\_\_  
SIGNATURE OF APPLICANT (OWNER OR AUTHORIZED AGENT)



**Sonoma County Permit and Resource Management Department**  
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