

# ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) REVIEW APPLICATION

**Environmental Health Division**  
**Onsite Wastewater Treatment Program**  
 5050 Commerce Drive, Baldwin Park, CA 91706  
[publichealth.lacounty.gov/eh](http://publichealth.lacounty.gov/eh) | (626) 430-5380

All fields are required. Incomplete applications will **NOT** be accepted.

Date of Application: \_\_\_\_\_

WORKSITE INFORMATION		
Address:	City:	Zip:
Assessor Parcel Number (APN):	B&S Plan Check # (found on B&S Agency Referral) - OR - DRP Project #:	
Description of project (e.g., new residence, fire rebuild, addition to residence, tank replacement, system evaluation, evaluate future expansion area for pool addition, etc.):		

PROPERTY OWNER INFORMATION		
Property Owner(s) Name:	Property Owner(s) Representative:	
Address (Check here if same as worksite address <input 5px;"="" padding:="" type="checkbox&gt;):&lt;/td&gt; &lt;td style="/> City:	Zip:	
Email:	Telephone:	Mobile:

QUALIFIED CONTRACTOR – REQUIRED FOR INSTALLATION OF OWTS		
Contractor qualification (select all that apply): <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B <input type="checkbox"/> CLASS C-36 <input type="checkbox"/> CLASS C-42		
Contractor License Holder Name:	Contractor License Number:	
Address:	City:	Zip:
Email:	Telephone:	Mobile:

QUALIFIED PROFESSIONAL – REQUIRED FOR FEASIBILITY STUDIES/REPORTS AND NEW/REPLACEMENT OWTS DESIGN		
Qualified Professional Name and Title:	Agency:	License Number:
Address:	City:	Zip:
Email:	Telephone:	Mobile:

ONSITE WASTEWATER TREATMENT SYSTEM SERVICES AND SERVICE FEES	
All projects require: Completed Building and Safety Agency Referral Form, Floor Plan (Plot-to-Scale), Site/Plot Plan (Plot-to-Scale)	
PROJECT REVIEW	<input type="checkbox"/> New System <input type="checkbox"/> Replacement System <input type="checkbox"/> Activating/Testing 100% FEA <input type="checkbox"/> Other
	<input type="checkbox"/> <b>4301 Conventional Wastewater Treatment System - \$1,528.00</b> Required Documents include, but are not limited to: Feasibility Report, Tank Specifications, Proof of Water Source
	<input type="checkbox"/> <b>4302 Non-Conventional Wastewater Treatment System - \$1,986.00</b> Required Documents include, but are not limited to: Feasibility Report, Advanced Treatment Specifications, Maintenance Agreement with Certified Installer, Covenant and Agreement, Proof of Water Source



SYSTEM EVALUATION	<input type="checkbox"/> Tank Replacement <input type="checkbox"/> Addition of Building/Structure <input type="checkbox"/> Expansion of 10% or less <input type="checkbox"/> Other
	<input type="checkbox"/> <b>4303 Without Verification of Prior System Approval - \$522.00</b> Required Documents include, but are not limited to: Tank Specifications, System Evaluation by Licensed Contractor  <input type="checkbox"/> <b>4304 With Verification of Prior System Approval - \$447.00</b> Required Documents include, but are not limited to: Approved OWTS Records, System Evaluation by Licensed Contractor (if system is more than 15 years old)
POST-COASTAL COMMISSION APPROVAL	<input type="checkbox"/> <b>4305 Conventional or Non-Conventional Wastewater Treatment System - \$451.00</b> Required Documents include, but are not limited to: Copy of Coastal Development Permit with All Restrictions
PRE-COASTAL COMMISSION APPROVAL	<input type="checkbox"/> <b>4306 Conventional Wastewater Treatment System - \$1,528.00</b>  <input type="checkbox"/> <b>4307 Non-Conventional Wastewater Treatment System - \$ 1,936.00</b>
ADDITIONAL REVIEW AND/OR INSPECTION	<input type="checkbox"/> <b>7422 EHS III / EHS IV Hourly Rate - \$167.00 Hourly</b> (e.g., Third (3 <sup>rd</sup> ) Submittals, Site Revisits, Approved Plan Extension Review, Graywater Dispersion Field, Percolation Evaluation, etc.)  <b># OF HOURS:</b> _____ x \$167.00 = \$ _____
<b>TOTAL AMOUNT DUE: \$ _____</b>	

### SUBMISSION AND PAYMENT

- Completed and signed application for Onsite Wastewater Treatment System Review, corresponding fees, and required supporting documents may be submitted in person, by mail, or electronically.
- Submit Documents Electronically:** Email all required documents to [dlanduse@ph.lacounty.gov](mailto:dlanduse@ph.lacounty.gov)
- Submit Documents Electronically via Sharepoint:** Contact the program and you will receive an email with a link to our cloud storage site where you can upload your application and plans.
- PAYMENT:**
- If plans are submitted online or by mail, an invoice will be generated and emailed to you along with payment instructions.
- Do not submit your payment until you have received an invoice.
- Include your invoice number if paying by mail.
- Make checks or money orders payable to: **COUNTY OF LOS ANGELES.**
- Do **NOT** send cash.
- Field personnel cannot accept payments.
- Call for office hours before application submission.
- Pay By Mail:** please indicate your project site location/APN and invoice number on the check/money order and mail the corresponding fees to:

**Environmental Health Headquarters, 5050 Commerce Drive, Baldwin Park, CA 91706.**

**Attention: Onsite Wastewater Treatment Program**

- Pay Online:** Using Credit Card (Visa, Master Card, American Express, Discover, Debit Card, Electronic Check. **Please note that there is an additional convenience fee charge using online payment.**
- Pay In-Person:** Make payment in person at the **Environmental Health Headquarters** or **Antelope Valley Environmental Health Office** the locations indicated below. **Please Note:** The fee payments are NOT accepted at the locations below marked with \*

**Environmental Health Headquarters**

Onsite Wastewater Treatment Program  
5050 Commerce Drive  
Baldwin Park, CA 91706  
Tel: (626) 430-5380

**Antelope Valley Environmental Health Office**

Onsite Wastewater Treatment Program  
355-A East Avenue K-6  
Lancaster, CA 93536  
Tel: (661) 471-4842

**Santa Clarita Environmental Health Office \***

Onsite Wastewater Treatment Program  
26415 Carl Boyer Drive  
Santa Clarita, CA 91350  
Tel: (661) 287-7018

**Calabasas Environmental Health Office \***

Onsite Wastewater Treatment Program  
26600 Agoura Road, Suite 110  
Calabasas, CA 91350  
Tel: (818) 880-3410

**Fee payments are NOT accepted at this location.**

**Fee payments are NOT accepted at this location.**



### ADDITIONAL INFORMATION

- Applications and corresponding fees for Onsite Wastewater Treatment System Review are nontransferable.
- Payment of corresponding fees is required, and review of your Onsite Wastewater Treatment System will not begin until payment is received.
- The application will **not** be processed until all required supporting documents are received.
- Allow **twenty (20) business days** for work plan review and response.
- In accordance with the California Public Records Act, all documents submitted for the purpose of obtaining permits from a public agency are public records and will be disclosed when specifically requested by the public.
- Project approvals are contingent upon compliance with all regulations, ordinances, and laws of the State of California, the County of Los Angeles, the Department of Public Health, and the Environmental Health Onsite Wastewater Treatment Program.
- For more detailed information, please download our *Onsite Wastewater Treatment Systems – Requirements and Procedures*:  
<http://publichealth.lacounty.gov/eh/business/septic-systems.htm#info>.

### FOR OFFICE USE ONLY

DATE:	SITE / PERMIT NO.:	INVOICE #:
ASSIGNED INSPECTOR:	SUPERVISOR'S INITIAL:	SR#:

