

AOSE Package for Sewage Disposal System Permit  
and  
Owner's Progress Checklist

Key to Abbreviations:	
VDH - Virginia Beach Department of Public Health	
DSC - Development Services Center	
SDMP – Soil Drainage Management Plan (also known as Land Management Plan)	
AOSE – Authorized Onsite Soil Evaluator	
<b>Contact Phone Number References:</b>	
<b>Virginia Beach Department of Public Health (VDH)</b> .....	<b>518-2646</b>
<b>Virginia Beach Planning Department:</b>	
<b>Development Services Center (DSC)</b> .....	<b>385-8277</b>
<b>Permits &amp; Inspections (Civil)</b> .....	<b>385-4558</b>
<b>Permits &amp; Inspections (Code Official)</b> .....	<b>385-4211</b>

1. Combined application for well and advanced secondary septic system
  - Prepared by: AOSE/Consultant/Professional Engineer (P.E.)
  - Submitted to: VDH
  - Fees:           \$205.00           Well (VDH)
  - 275.00           Septic System ≤ 1000 gpd (VDH)
  - \$480.00\*       Total (includes City of Virginia Beach fee)
  - \* Contact VDH for additional fee information
  - Completed:     \_\_\_\_\_ (Date)
  
2. Permit package receives Level I review for minimum plan requirements listed in regulations.
  - Reviewed by: VDH
  - Completed:     \_\_\_\_\_ (Date)
  
3. Level II field review
  - Reviewed by: VDH
  - Completed:     \_\_\_\_\_ (Date)
  
4. Permit package approval letter
  - Prepared by: VDH
  - Sent to:        Owner, AOSE, Consultant and P.E.
  - Completed:     \_\_\_\_\_ (Date)
  
- 5a. If the advanced system is an “approved system” by VDH, go to steps 9a or 9b.
  
- 5b. If the advanced system was “provisionally approved,” continue to step 6.

6. Permit approval letter and package is recorded in the Office of the Clerk of Circuit Court  
Recorded by: Owner  
Completed: \_\_\_\_\_ (Date)
7. Receipt of recordation provided to VDH  
Provided by: Owner  
Completed: \_\_\_\_\_ (Date)
8. Remaining approved plans released to owner  
Released by: VDH  
Completed: \_\_\_\_\_ (Date)
- 9a. If the lot is shown on approved subdivision construction plans, go to step 12b.
- 9b. If the lot is not shown on approved subdivision construction plans, continue to step 10.
10. Site plan must go through single family lot grading review  
Site plans submitted to: DSC  
Completed: \_\_\_\_\_ (Date)
11. Site plan approved  
Approved by: DSC  
Approval letter sent to: Owner/Consultant  
Completed: \_\_\_\_\_ (Date)
- 12a. A building permit may be requested at this time  
Requirements:
  - a) approved site plan prepared by a qualified licensed professional engineer (P.E.) and stamped by DSC project manager
  - b) copy of well and septic system permit with coverletter from VDH
  - c) site plan, with stamps (refer to a), and Responsible Land Disturber (RLD) information must be presented to Permits and Inspections (Code Official) for issuance of building permit and payment of fees
  - d) appropriate building permit fees are determined by Permits and Inspections (Code Official)

(go to step 13)
- 12b. A building permit may be requested at this time.  
Requirements:
  - a) approved site plan prepared by a qualified licensed professional engineer (P.E.) with approved subdivision construction plan notation;
  - b) copy of well and septic system permits with coverletter from VDH;
  - c) site plan must be stamped and signed by zoning official for compliance with City Zoning Ordinance
  - d) site plan, with stamp (refer to c), and Responsible Land Disturber (RLD) information must be presented to Permits & Inspections (Code Official) for issuance of building permit and payment of fees; and

e) appropriate building permit fees are determined by Permits & Inspections (Code Official).

13. Well must be installed, tested, approved, protected and permanently marked  
Installed by: Qualified well driller  
Tested by: Qualified laboratory  
Results: Well driller's log/GW2 and laboratory analysis report  
Results submitted to: VDH  
Site Inspection by: VDH/AOSE  
Approved by: VDH  
Completed: \_\_\_\_\_ (Date)
14. Septic system construction  
System installed by: Owner's septic system contractor  
System inspected by: AOSE/P.E./consultant (VDH may inspect)  
Completed: \_\_\_\_\_ (Date)
15. Completion statement is issued  
Issued by: Septic system contractor  
Submitted to: VDH  
Completed: \_\_\_\_\_ (Date)
16. Completion statement, record of inspections and as-built is issued  
Issued by: AOSE/consultant/P.E.  
Submitted to: VDH  
Completed: \_\_\_\_\_ (Date)
17. Release for occupancy recommendation and issuance of septic system operating permit  
Release recommendation by: VDH  
Operating permit issued by: VDH  
Notification to: Permits & Inspections (Code Official)  
Completed: \_\_\_\_\_ (Date)
18. Once all improvements shown on the site plan have been completed and passed all building, lot grading and VDH inspections, the dwelling may be released for occupancy by Permits & Inspections (Code Official).

**Important Contacts and Addresses**

Virginia Beach Department of Public Health Pembroke Corp. Center III 4452 Corporation Lane Virginia Beach, VA 23463 (757) 518-2646 (757) 518-2642 (fax)	Department of Planning Permits and Inspections/Civil Inspections Building #2, Room 100 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-4558 (757) 385-1134 (fax)
Department of Planning Development Services Center Building #2, Room 191 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-8277 (757) 385-5789 (fax)	Department of Planning Permits and Inspections/Code Official Building #2, Room 100 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-4211 (757) 385-5777 (fax)