

“BARE” Application Process for Land Management
Systems in Conjunction with
Advanced Secondary Systems (Hybrid)
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	
“BARE” – Application without any supporting documentation	
Contact Phone Number References:	
Virginia Beach Department of Public Health (VDH)	518-2646
Virginia Beach Planning Department:	
Development Services Center (DSC)	385-8277
Permits & Inspections (Civil)	385-4558
Permits & Inspections (Code Official)	385-4211

1. Combined “BARE” application for well and septic system
 - Prepared by: Owner or Consultant
 - Submitted to: VDH
 - Fees: \$205.00 Well (VDH)
 - 430.00 Septic System ≤ 1000 gpd (VDH)
 - \$635.00* Total (includes City of Virginia Beach fee)
 - *Contact VDH for additional fee information also see step #6
 - Completed: _____ (Date)

2. Soil evaluation
 - Prepared by: VDH
 - Completed: _____ (Date)

3. Conventional septic system and/or alternative systems are **denied** by VDH due to high seasonal water table

4. Denial letter referring applicant to AOSE/consultant/professional engineer (P.E.)
 - Prepared by: VDH
 - Completed: _____ (Date)

5. Predesign meeting with VDH and sign SDMP disclaimer statement
 - Contact: Owner and/or consultant contacts VDH
 - Statement signed by: Owner
 - Completed: _____ (Date)

6. SDMP (previously approved with the subdivision construction plans) with advanced secondary system plans
 Prepared by: Qualified licensed professional engineer (P.E.) (if prepared in consultation with AOSE, contact VDH for fee information.)
 Submitted to: VDH
 Completed: _____ (Date)

7. SDMP with advanced secondary system plans reviewed for minimum plan requirements listed in regulations and consistency with approved subdivision SDMP.
 Reviewed by: VDH
 Approved by: VDH
 Completed: _____ (Date)

8. Well permit is issued by VDH
 Completed: _____ (Date)

9. A building permit may be requested at this time.
 Requirements:
 - a) approved site plan prepared by a qualified licensed professional engineer (P.E.) with AOSE/consultant with approved land management plan/subdivision construction plan notation;
 - b) copy of well permit and 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).

10. Preconstruction meeting is held with contractor and Permits & Inspections (Civil) inspector
 Requested by: Owner's contractor
 Location: On-site
 Completed: _____ (Date)

11. SDMP ditches are installed (including French drain if applicable)
 Installed by: Owner's contractor
 Completed: _____ (Date)

12. SDMP ditches receive preliminary inspection
 Requested by: Owner's contractor
 Inspected by: Permits & Inspections (Civil)
 Completed: _____ (Date)

13. Permits & Inspections (Civil) notifies VDH of ditch work preliminary approval
 Completed: _____ (Date)

14. Septic system permit issued with coverletter by VDH
 Permit and coverletter recorded by: Owner
 System installed by: Owner's septic system contractor
 System inspected by: VDH/AOSE/P.E./consultant
 Completed: _____ (Date)

15. 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: VDH/AOSE
 Approved by: VDH
 Completed: _____ (Date)

16. Completion statement is issued
 Issued by: Septic system contractor
 Submitted to: VDH
 Completed: _____ (Date)

17. Completion statement, record of inspections and as-built is issued
 Issued by: AOSE/consultant/P.E.
 Submitted to: VDH
 Completed: _____ (Date)

18. An "as-built" survey of the drainage ditches surrounding the drainfield and the outfall (showing ditch inverts and top-of-bank elevations) is required. Cross-section elevations are required at least every 50 feet and for the first 100 feet of the outfall. For additional details contact Permits & Inspections (Civil).
 Requested by: Owner or owner's contractor
 Prepared by: Qualified licensed professional
 Submitted to: DSC
 Routed to: Permits & Inspections (Civil)
 DSC Engineer
 Completed: _____ (Date)

19. Final inspection of SDMP, lot grading, drainage, SDMP ditches and stabilization [As-built provided to Permits & Inspections (Civil) in step 18]
 Inspected by: Permits & Inspections (Civil)
 Inspection comments to: DSC Engineer
 Completed: _____ (Date)

20. "As-Built" survey approved by DSC Engineer
 DSC Notifies: VDH and Permits & Inspections (Civil)
 Completed: _____ (Date)

21. 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)
22. Once all improvements shown on the site plan have been completed and passed all 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)