

“BARE” Application Process for
Sewage Disposal Systems Using
An Advanced Secondary Systems Process
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/Agent
 - 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 #5
 - Completed: _____ (Date)

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

3. Conventional septic system is **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. Permit package submitted to VDH
 - Prepared by: P.E. (If prepared by an AOSE, contact VDH for fee information.)
 - Completed: _____ (Date)

6. Permit package receives Level I review for minimum plan requirements listed in regulations.
 - Reviewed by: VDH
 - Completed: _____ (Date)

7. Level II field review
Reviewed by: VDH
Completed: _____ (Date)
8. Permit package approval letter
Prepared by: VDH
Sent to: Owner, AOSE, Consultant and P.E.
Completed: _____ (Date)
- 9a. If the advanced system is an “approved system” by VDH, go to steps 13a or 13b.
- 9b. If the advanced system was “provisionally approved,” continue to step 10.
10. Permit approval letter and package is recorded in the Office of the Clerk of Circuit Court
Recorded by: Owner
Completed: _____ (Date)
11. Receipt of recordation provided to VDH
Provided by: Owner
Completed: _____ (Date)
12. Remaining approved plans released to owner
Released by: VDH
Completed: _____ (Date)
- 13a. If the lot is shown on approved subdivision construction plans, go to step 16b.
- 13b. If the lot is not shown on approved subdivision construction plans, continue to step 14.
14. Site plan must go through single family lot grading review
Site plans submitted to: DSC
Completed: _____ (Date)
15. Site plan approved
Approved by: DSC
Approval letter sent to: Owner/consultant
Completed: _____ (Date)
- 16a. 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 & Inspections (Code Official).

(go to step 17)

- 16b. 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 permit 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
 - e) appropriate building permit fees are determined by Permits & Inspections (Code Official)
17. 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)
18. Septic system construction
 System installed by: Owner's septic system contractor
 System inspected by: AOSE/P.E./consultant (VDH may inspect)
 Completed: _____ (Date)
19. Completion statement is issued
 Issued by: Septic system contractor
 Submitted to: VDH
 Completed: _____ (Date)
20. Completion statement, record of inspections and as-built is issued
 Issued by: AOSE/consultant/P.E.
 Submitted to: VDH
 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 building, lot grading and VDH inspections, the dwelling may be released for occupancy by Permits & Inspections (Code Official).

Important Contacts and Addresses

<p>Virginia Beach Department of Public Health Pembroke Corp. Center III 4452 Corporation Lane Virginia Beach, VA 23463 (757) 518-2646 (757) 518-2642 (fax)</p>	<p>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)</p>
<p>Department of Planning Development Services Center Building #2, Room 191 2405 Courthouse Drive Virginia Beach, VA 23456 (757) 385-8277 (757) 385-5789 (fax)</p>	<p>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)</p>