



**GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION**

**100 W Broadway Suite 31  
Montesano, WA 98563  
360-249-4222  
360-249-3203 fax  
www.co.grays-harbor.wa.us**

## INSTRUCTIONS FOR LOAN INSPECTION REPORT REQUEST

A Report Regarding Status Of Private Sewage Disposal System And/Or Bacteriological Quality Of Domestic Water Supply

- FEES:  Septic Inspection report only      \$330  
 Water Supply report only                      \$165  
 **Both** Septic and Water reports                \$359  
 Septic or Water Re-inspection                 \$ 105

1. Application must be filled out entirely. If not completed the application will be returned. As much information as possible, i.e., drainfield location and previous owners, will speed up the process. Your parcel number must be on the application. If located in a subdivision, indicate the plat name, lot, block, and/or division number. (This information may be found on your property tax statement or by calling the Grays Harbor County Assessor's Office.)
2. The inspection will generate a report, not an approval or disapproval of the system, unless the system is physically failing. Houses not occupied for the previous 60 days or longer may not be evaluated as to functional status.
3. If the inspection reveals a failing system, it must be repaired per Grays Harbor County Chapter 8.16 relating to on-site sewage.
4. **The site must be properly prepared prior to inspection.** The septic tank must be uncovered - inspection ports exposed for determining the condition of the sanitation tees or baffles (both inlet and outlet). The tank may need pumping after the inspection. If no permit is on file and you wish the system to be verified, the entire tank, D-box or tee and end of drainlines will need to be exposed for inspection.
5. If you need a water quality report in addition to the sewage report, allow an additional three to four days for completion of the lab analysis. If the water supply is a spring or shallow dug well, it will need protection and treatment before we can approve the supply. Please indicate on the reverse side of this page the location of the well in reference to your residence.
6. In terms of revising comments on an application after needed changes have been made, a new application will be required along with a \$105 re-inspection fee. **If the site is not properly prepared when indicated as such, and an inspection is attempted, a \$105 re-inspection fee will be charged.**
7. Completed reports will be returned to the applicant unless otherwise indicated. Please use complete addresses. *The site will be evaluated as soon as possible. The amount of time to process your application will vary with the workload of this office. Your patience is appreciated.*

Site Is Properly Prepared                       Applicant Will Call When Ready                      Date \_\_\_\_\_

By the presence of my signature I affirm that I have read and understand all of the above.

Name \_\_\_\_\_ Signature \_\_\_\_\_



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Property Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Subdivision \_\_\_\_\_ Div \_\_\_\_ Lot \_\_\_\_ Blk \_\_\_\_

Occupant Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Property Owner \_\_\_\_\_ Number of Units \_\_\_\_\_

Is the property occupied year round?  Yes  No If no, last date of occupancy \_\_\_\_\_

Number of bedrooms per unit \_\_\_\_\_ Water Supply:  Individual  2-Party  Public(Name) \_\_\_\_\_

Year house was built \_\_\_\_\_ Name of original owner \_\_\_\_\_

Do all plumbing fixtures, including laundry, drain into the septic system?  Yes  No

Date the septic tank was last pumped \_\_\_\_\_ (Please provide receipt if pumped within past 3 years.)

Are there any hazards on the property about which the inspector should be advised? (dogs, alarms, etc.)

Directions to the site \_\_\_\_\_

REPORT(S) WILL BE MAILED TO:

- Applicant
- Lending Institution Name \_\_\_\_\_ Address \_\_\_\_\_
- Other Name \_\_\_\_\_ Address \_\_\_\_\_

BY SIGNING THIS FORM, THE APPLICANT CERTIFIES THAT the inspector is authorized to visit the property and the occupant, if any, has been notified of this request.

The appropriate fee for this inspection is due at application. Checks or money orders should be made payable to Grays Harbor County.

Applicant is the  Authorized Agent  Potential Buyer  Property Owner

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Address \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant Signature \_\_\_\_\_

