What is OWTDS permitting?

In June, 2005 the City and Borough of Juneau (CBJ) Assembly adopted Ordinance 2005-16(b) charging the CBJ Engineering Department with the job of issuing Onsite Wastewater Treatment and Disposal System (OWTDS) permits and inspecting the installation of these systems.

Does every new onsite wastewater treatment and disposal system require a CBJ permit?

No. A CBJ OWTDS permit is only required for a new system on a lot created by a major residential subdivision after July 1, 2005. As of spring, 2006 this permit is only required for lots in the South Lena and Lena Point Heights Subdivisions.

Does an OWTDS permit replace an Alaska Department of Environmental Conservation (ADEC) permit?

No. In fact, owners will need to provide the CBJ Engineering with a copy of the ADEC Approval to Construct certificate before CBJ can issue an OWTDS permit.

How do I apply for an OWTDS permit?

A CBJ OWTDS permit may be applied for at the CBJ Permit Center in the Marine View Center, 230 South Franklin Street, 4th Floor. Applications can be made separately or in conjunction with a building permit application for a new house. To apply, fill out the form included in this handout, provide all of the required information on the checklist, and pay the $100 permit fee.

Permit Process

The permit process is outlined on the following page. Please read through this information and, if you have any questions, call the Permit Center at 586-0770.
All installation shall conform to CBJ OWTDS regulations under 06 CBJAC 01.

Section I – Applicant Information

**Case Number**

**Applicant Name**

**Project Address**

**Assessor’s Parcel Number**

**Phone Number(s)**

**Mailing Address**

Section II: OWTDS Permit Application Submittal Requirements

- ✔️ ADEC approval to construct, including a copy of approved plans
- ✔️ OWTDS Site Plan – needs to include the following information:
  - Location of treatment plant in relation to proposed vehicular access
  - Electrical supply route
  - OWTDS location
  - Drain field size and location
  - Inspection port location
  - Sewer line location (from house to treatment plant)
  - Topographic information of lot
- ✔️ $100 Permit Fee Paid Prior to Permit Issuance

Section III: Final OWTDS Permit Approval Requirements

In order for CBJ Engineering to issue final approval of the OWTDS permit, the following items need to be completed/obtained:

- ✔️ CBJ Installation approval
- ✔️ OWTDS as-built drawing(s)
- ✔️ Completed OWTDS Owner’s Agreement with CBJ or MCR
- ✔️ ADEC Final Approval to Operate

NOTE: final approval of the OWTDS permit will need to be obtained prior to issuance of a Temporary Certificate of Occupancy or final Certificate of Occupancy.