

Southeastern Idaho Public Health

Onsite Septic Permit Transfer Policy

Effective Date:

Approved By:

The purpose of this policy is to define the conditions under which an approved onsite septic system permit may be transferred to a new property owner, while ensuring continued protection of public health. This policy supports the transfer of onsite septic system permits from a previous property owner to a new property owner while maintaining the integrity of onsite evaluations, system design approvals, and public health Requirements.

Policy

Southeastern Idaho Public Health (SIPH) may allow the transfer of an onsite septic system construction permit to a new property owner only under the following conditions:

1. Direct Transfer

If the new property owner proposes **no changes** to the originally approved application, design, or site conditions, the permit may be transferred and will remain valid for the remainder of its original approval period.

2. Changes to Application Conditions

If the new property owner proposes any changes to the original application or approved design, including, but not limited to:

- Number of bedrooms
- Increase in wastewater flow to onsite septic system
- Change in onsite septic system or drainfield location or design (including tank, piping, and replacement area)
- Change in well location
- Change in waterline location
- A new onsite septic system application must be submitted and approved prior to system installation. The existing permit will be void upon approval of the new permit and current onsite septic permit application and permit fees are required to be paid in full.

3. Transfer of Existing Onsite Septic Permit Process

- The new property owner must submit an onsite septic system application. SIPH staff will evaluate the application to determine whether it qualifies for a direct transfer under Section 1. If no changes are proposed and the permit remains valid, SIPH may update the permit to reflect the new property owner. Proof of property transfer (e.g., recorded deed) must be provided along with a formal transfer request submitted by the new owner.

4. Permit Renewal by New Owner

If the new property owner applies for renewal prior to the permit's expiration, the permit may be renewed in accordance with SIPH requirements and current fee. The new permit expiration date will be updated to reflect the new permit expiration date.

5. Expired Permit

If the permit has expired and the new property owner has not completed renewal prior to expiration:

- The onsite septic permit is no longer valid
- No permit exists under the new owner's name
- A new onsite application must be completed and new permit obtained prior to any system installation (application and permit fees apply).