



Large On-site Sewage Systems (LOSS) Renewing Your LOSS Operating Permit

***** **NEW PROCESS** (starting October 2011) *****

We've changed the way we renew operating permits.

Now, you **must** send Department of Health (department) three things **30 days prior** to your permit expiration date:

- Renewal application (sent by the department) with any changes;
- Annual report on operating and maintenance (O&M) activities, including problems encountered/fixes; and
- Fee and bottom portion for the invoice sent by the department.

If you don't send all three items to us by the due date, you will not receive an annual operating permit. Failure to renew a permit for an active LOSS will result in enforcement action. Other permits, such as for food service, may be affected by not having a current LOSS permit.

Here's how the renewal process works since the LOSS rule changed in July 2011:

<i>Department of Health</i>	<i>LOSS Owner</i>
	Performs O&M and documents activities for the annual report, including recording the average daily flow in gpd each month.
Sends a permit renewal packet 75 days before your permit expires. It contains: <ul style="list-style-type: none"> • Directions with a due date (30 days before the permit expires) for returning items; • Renewal application (with information about the LOSS); • New annual O&M report form; and • The permit invoice, based on approved design flow. 	
	Completes the forms and signs them.
	Prepares a check for the fee and includes the bottom portion of the invoice in order to receive credit for the payment.
	Makes copies of the completed forms to keep for system records.
	Returns the three items to the department by the deadline – 30 days before the existing permit expires.
Sends the “renewed” permit before the existing permit expiration date.	