



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Division of Health  
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*Director/Health Officer*

## County of Sussex

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### NOTIFICATION TO SEPTIC and WELL CONTRACTORS and ENGINEERS

UPDATED March 20, 2020

#### TO: Septic and Well Contractors and Engineers

As you are aware Governor Phil Murphy has declared a Public Health Emergency due to COVID-19 (coronavirus). The Sussex County Division of Health will continue to provide essential services to residents and businesses, but is requesting conducting business by telephone, fax, email and regular mail.

#### Please note the following changes to paperwork, application reviews, and site inspections:

##### Dropping off paperwork

- We encourage you to mail all septic (new, alteration, and repair) and new well applications, and paperwork documents to this office.
- If you choose to drop-off the application during business hours, a drop-box is located on the first floor outside the elevator at the Division of Health Office. Please place the application with payment in a sealed envelope into the drop-box. If uncertain of the fee, please call the office. The box will be checked regularly.

##### Approved applications and certificates of compliance

- Approved septic designs (new, alteration, and repair) and new well will be mailed.
- If the property owner or excavator wants to pick up the approved design during business hours, please call the office so that the approval can be placed into the pick-up box located on the first floor outside the elevator at the Division of Health Office.
- Certificates of compliance will be mailed, or if needed sooner, the certificate can be faxed or emailed. Please call the office to request this.

##### Application review turn-around times

- Every effort will be made to review applications timely, however review turn-around times may be extended.

##### Septic inspections (New and altered)

- Until further notice, in lieu of conducting inspections, this office will be accepting New Jersey Professional Engineers certifications for the location, construction, installation of both, new and altered, Individual Subsurface Sewage Disposal Systems. All septic plans will still need to be submitted to this office for approval prior to starting the work. If changes are made to the original approved plan, all work to the septic system must be stopped, and a revision must be submitted to this office for approval.

##### Septic System Repair inspections and well line inspections

- This office will continue to conduct septic system repair inspections (tank replacements, d-box, connecting pipe replacements, etc.) and well line inspections. To protect both you and the inspector, this office requests you to stay in your vehicle during septic inspection. If you are needed to assist the inspector, please be conscious of, and maintain a six foot distance or greater to the inspector.
- At this time, we are still conducting soil logs, please maintain the six feet or greater distance to protect both you and the inspector.

Our office remains open with normal operating hours between 8:00AM-4:30PM. If you have questions please call 973-579-0370 or email us at [shealth@sussex.nj.us](mailto:shealth@sussex.nj.us). Also visit the Division of Health website [www.sussex.nj.us](http://www.sussex.nj.us) for updated information.

We are asking for your patience and understanding at this time. Please be aware this policy may change, and we will do our best to inform you as the information becomes available.