

MUNICIPALITY OF ANCHORAGE

DEVELOPMENT SERVICES DEPARTMENT



Policy W.04

Procedure to Close Expired Well and Septic Permits.

The On-site Water and Wastewater Section (On-site) has many expired permits with unresolved inspection report comments or no inspection reports. On-site will follow the procedure detailed below in order to close permits.

Expired permits with no inspection reports:

- Send a list of the expired permits to the engineer.
- The engineer will have 90 days to address each expired permit. This could include renewing the permit, notifying On-site if the system was not built, or submitting an inspection report.
- If the system was not built, On-site will send a letter to the property owner notifying them their permit is expired and the procedure to renew.
- If permits have not been addressed after 90 days, letters will be sent to the property owners notifying them of the status of their permit and, if a system was built, warning them of the possibility of a Notice of Violation and subsequent fines.
- If a system was built and the owner (or owner's representative) does not respond within 30 days, a Notice of Violation will be issued to the owner (15.65.070I).

Expired permits with unresolved inspection report comments:

- Resend comments to the engineer and send a letter to the property owner notifying them of the status of their permit and warning them of the possibility of a Notice of Violation and subsequent fines.
- If engineer and/or owner does not respond within 30 days, a Notice of Violation will be issued to the owner (15.65.070I). Response could include addressing unresolved comments or making other arrangements with On-site.
- If the comments are not regarding a health and/or environmental risk and comments cannot be addressed due to reasons outside of the control of parties involved:
 - A note will be added to the lot's cover sheet stating "Inspection Report for permit OSPXXXXXX is not approved. Unresolved comments shall be addressed prior to COSA approval."
 - The inspection report and comment sheet will be scanned into the public file.
- If any of the comments are regarding a health and/or environmental risk:
 - A Notice of Violation will be issued to the owner (15.65.070I).
 - The Notice of Violation will be scanned into the public file.
 - The inspection report and comment sheet will be scanned into the public file.



Ross Noffsinger, P.E., Acting Building Official

Date: March 26, 2018