

Information Sheet for On-site Sewage System Notice on Title (OSSM)

Background

Your on-site sewage system (OSS) is a small-scale sewage treatment and disposal plant serving your property. You are the owner and operator of this sewage treatment system and, therefore, have some important responsibilities. As the owner, you must ensure that:

- the system is properly used;
- regularly scheduled maintenance checks are conducted;
- any needed maintenance or repairs are made; and,
- the system is protected from physical disruption and damage.

Why is a Notice on Title (OSSM) necessary?

It establishes a public record to assure that future owners of the property are 1) aware that the property is served by an on-site sewage system, and 2) knowledgeable of the owner's basic responsibilities and duties related to the sewage system.

Section 13.56.054 of the Code of the King County Board of Health requires owner(s) of real property served by an on-site sewage system to record, in the real property records of King County, a **notice on title** to the property describing the responsibilities of the owner(s) for the operation and maintenance of the OSS. Section 13.56.054 provides:

- A) New Systems. The owner shall record a notice on title with the King County Records and Elections Division. This notice shall include all of the owner's responsibilities described in Section 13.60.005 of this title.
- B) Existing Systems.
 1. Prior to sale or transfer of property ownership, if the building is served by an OSS and the notice of title required by this section has not been recorded, then the owner shall record the notice as set forth in section 13.56.054A. At the time of sale the seller shall obtain the buyer's signature acknowledging receipt of a copy of this recorded notice.
 2. At the time of sale or transfer of property ownership, the buyer or transferee of a property served by an OSS shall forward to the health officer a fee as set forth in the fee schedule and submit a signed copy of the notice on title as set forth in Section 13.56.054A. This fee is \$40.00 per the Rules and Regulations 02-01, effective June 17, 2002.
 3. At the time a building is remodeled or expanded, if it is not connected to public sewer and the notice on title required by this section has not been recorded, then the owner shall record the notice as set forth in Section 13.56.054A.

What do I need to do to comply?

For your convenience, attached is a **Recording Cover Sheet** and a **Notice of On-Site Sewage System Operation and Maintenance Requirements (OSSM)** that you can use to fulfill this requirement. Fill out the **Cover Sheet** and **OSSM** and have your signature(s) notarized.

How do I record the completed Notice?

Record the **Cover Sheet** and **OSSM** at the King County Office of Records and Elections ("Recorder's

Office”) located at:

**King County Administration Building
500 Fourth Avenue, Room 311 (third floor)
Seattle
(206) 296-1570.**

A few weeks after you have recorded the OSSM, the Recorder’s Office will mail back to you the original document with the recording number printed on it. Be sure that the Recorder’s Office has received your mailing address.

If you need a recorded copy immediately, submit the original document plus a copy, *in person*, to the Recorder’s office and request that the copy be stamped with the recording number and returned to you right away. Mailing the OSSM will take six to eight weeks to be recorded.

What do I do with my copy of the recorded OSSM?

1. Keep the original copy for your records.
2. ***If the recording is being made for a newly installed on-site sewage system***, as required by 13.56.054 (A), give sufficient copies of the recorded OSSM to your on-site sewage system designer so he/she may attach one to each required OSS as-built certification. The as-built documents are then submitted to the Health Department for approval.
3. ***If the recording is made for an existing on-site system at the time of property sale***, as required by 13.56.054 (B.1), give a copy of the recorded OSSM to the buyer before the property is sold or transferred and also have the buyer acknowledge in writing receiving a copy.
4. ***If the recording is made for an existing on-site sewage system at the time of remodeling or expanding an existing building***, as required by 13.56.054 (B.2), submit a copy of the recorded OSSM along with a copy of the building alteration proposal to the Health Department before you or your contractor obtain a building permit from the building department.

If there are further questions about this requirement, you may contact the Eastgate Public Health Center at (206) 296-4932 or (800) 325-6165 ext. 6-4932.