

Guidelines for Fulfilling Title 13 Requirement:

Inspection Report for Property Transfer

**Public Health – Seattle & King County
Operation & Maintenance Program**

**14350 SE Eastgate Way
Bellevue, WA 98007**

(206) 477- 8050

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Title 13 Code Requirement:

13.60.030 Operation and maintenance at time of sale.

A. The seller of any single family or multiple family residential property served by an OSS shall, prior to transfer of title to the property, have a monitoring and performance inspection performed by a licensed

OSM. The licensed OSM shall file with the department an on-site system report and applicable fee in accordance with the fee schedule.

1. If no record drawing is on file with the department, the OSM shall prepare a record drawing and include it with the O&M report submitted to the department.

2. If a record drawing is on file with the department but does not accurately depict the OSS, the OSM shall prepare a reconciled record drawing and include it with the O&M report submitted to the department.

3. A monitoring and performance inspection is not required if such an inspection was performed within the previous 6 months.

4. At the time of property transfer, the owner shall provide, to the buyer, maintenance records, if available, in addition to the completed seller disclosure statement in accordance with chapter 64.06 RCW

for residential real property transfers. (R&R No. 08-03 § 145, 2008).

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Updates and Past Memorandum Highlights

1. On-Hold Applications in 2016:

Incomplete applications will be placed on-hold. The OSM will have 7 calendar days from the day the application is placed on-hold to resolve it free of charge. After the 7 calendar days have passed, the on-hold application will be charged an hourly fee of \$184.80 for the time it will take for re-checks and changing the application from the on-hold to denied status.

2. On-Hold Applications in 2015:

If you have any on-hold applications for 2015, you have till December 31st 2015 to address the reasons it was placed on-hold (see comments or email sent to you explaining the reason it was put on-hold). Any applications from 2015 that remain on-hold will be changed to DENIED beginning January 1st 2016. There will not be an hourly fee for this step.

3. Most common reasons of 2015 application put on-hold:

- a. **Distribution Box:** It is important that you inspect the distribution box when applicable. If it is inaccessible – please explain the steps taken to locate it and/or why it was inaccessible.
- b. **Uploading Inspection Reports:** The completed inspection report from OnlineRME should be saved and directly uploaded (scanned reports will not be accepted). For instructions, please refer to the link below:
<https://onlinerme.atlassian.net/wiki/display/ON/Onsite+Septic+System+Property+Sale+Process>

PAST ADDENDUM HIGHLIGHTS

Inspection Duties and Repair Limitations

During the inspection the OSM must complete an On-Site Sewage System Operation/Monitoring Report form provided by PH. The report is to be given to the OSS owner at the time of the inspection and to PH along with a \$10 filing fee, within 30 days of the inspection.

The OSM may only perform preventative maintenance activities (e.g. filter cleaning) and limited repairs to the system. “Limited repair”, as defined in the King County On-Site Sewage Code, Title 13 (13.08.226), means:

“the replacement, addition or alteration of a broken or malfunctioning building sewer pipe, sewage tank lid, sewage tank baffles, sewage tank pumps, pump control floats,

pipes connecting multiple sewage tanks and drainfield inspection boxes and ports where the subsurface soil absorption system is not failing”

For limited repairs performed at times other than the inspection for Time of Sale: A limited repair permit application must be filed with PH within 5 days of the completion of the limited repair. The limited repair permit signed by the OSM must be submitted with the monitoring report to the PH. Identification of causes of system malfunction and / or failure component should be written in the space provided on the monitoring report form. **(Addendum from April 18th 2001)**

Number of bedrooms for OSS designs: This information should be available on the As-Built or Site Application record. It may be calculated based upon the codes in effect at the time the septic system design was approved – those calculations need to be included in the report. You may indicate that the information is unavailable. Writing the number of bedrooms in the house in the house on the report without verifying the number of bedrooms the system was designed for could be considered misinterpretation.

Reconciled record drawing: A reconciled record drawing must be submitted with Property Transfer Inspection Reports if there is no As-Built drawing on record with Seattle & King County Public Health. Reports that are submitted without a drawing of the septic system are incomplete.

Completeness: Property Transfer inspections must be submitted with all applicable lines filled out and with all of the required documents. **(Addendum from September 6th 2012)**

Procedure for Correcting Reports and OSS Property Transfer Inspection Report Applications

To request a change to a report or application that has already been submitted through OnlineRME.com or skipthepaper.com, send an e-mail message to with the following information:

Report ID # or Application ID # (or both if necessary)

Property Parcel Number and Address

You will need to indicate the error that must be corrected and the information that you intend to provide. Please note that error corrections are only appropriate for factual errors. Requests to add additional information or change the deficiency status will not be honored, as the reports are expected to be complete and limited to the actual inspection.

Please note that the Unlock Request function in OnlineRME is not monitored in King County. Requests for unlocking reports through this OnlineRME function will not receive a response. **(Addendum from October 6th 2015)**

Amended Stress Test Policy for Time of Sale Inspections

After considering the discussion on the December 9th 2010 meeting, the following policy was adopted for Gravity and Pump-to-Gravity On-site Septic Systems during Time of Sale inspections, or On-Site Septic Systems (OSS) Property Transfer inspections (per the inspection report title):

Beginning July 1, 2011, Stress tests of gravity septic systems shall be required for Time of Sale inspections. The stress test shall consist of dosing the system with a minimum of 150 gallons of water if the residence or facility is occupied. Unoccupied residences or facilities shall be dosed with a minimum of 450 gallons of water. OSM must document any reasons for varying from this requirement. **(Addendum from May 31st 2011)**

The purpose of this memo is to clarify the process for repairing cracks in sewage tanks. This office has seen an increase in the number of sewage tank repairs, mostly consisting of cracks in the side walls or bottom of tanks, and usually in conjunction with time of sale reporting. In more instances the “repair” to the tank has already been done without the Health Department approval and without a repair permit. **Please be advised that a structural repair to sewage tanks is not defined as a limited repair per King County BOH title 13, 13.08.226. As such, tank repairs must be done by licensed master installers only.**

Effective the date of this memo, all tank repairs not defined as a limited repair must be submitted by a licensed master installer on the repair form. In more cases, especially if a crack is found below the inverts, or if it is an older tank, the preferred option will be to replace the tank rather than to try and patch it. If you opt to try and patch a tank, you will be required to submit a detailed report of tank condition, what steps are proposed to patch the tank, and what specific means will be used to verify the patch is water tight.

King County Board of Health Title 13

13.08.226 Limited Repair. “Limited repair” means the replacement, addition, or alteration of a broken or malfunctioning building sewer pipe, sewage tank lid, sewage tank baffles, sewage tank pumps, pump control floats, pipes connecting multiple sewage tanks and drainfield inspection boxes and ports where the subsurface soil absorption system is not failing. **(Addendum from January 15th 2014)**

Exemptions and Waivers:

Waivers:

Property owners may submit a waiver application to Public Health if the On-site Septic System has been inspected on a routine basis and a routine inspection report has been submitted by an OSM (On-Site System Maintainer) within the last six months. Waiver forms are available on our website. A sample waiver form can be found on the following page.

Along with the waiver, property owners must submit a copy of the inspection report that has been performed within the last six months. There is no cost to submit the waiver application. Waivers will not be considered for approval if deficiencies noted on the inspection have not been corrected.

*** Property owners will be required to give a copy of the waiver and recent inspection report to the property buyer before or at the time of closing. ***

Exemptions:

The following are examples of when a property owner would not need to employ a licensed OSM to submit a complete inspection report (although a waiver must still be submitted to Public Health stating the reason for their waiver request):

- Home has never been occupied (new construction). Waiver requests will not be considered for approval if the time for the first routine inspection has lapsed since completion of the On-site Septic System.
- If the On-Site Septic System has been abandoned due to recent connection to public sewer.

EXAMPLE ONLY

Public Health 
Seattle & King County

Public Health- Seattle & King County
Request to Waive Title 13 Requirement:

On-Site Sewage System Report for Property Transfer

To be filled out and submitted by property owner. No fee for submittal.
Send to: Environmental Health, 14350 SE Eastgate Way, Bellevue, WA 98007
(206) 296-8050

Property Information

Property Owner(s) Name _____

First Name

Last Name

Contact Phone Number _____

Property Address _____

House #

Street address

City

Zip Code

Tax Parcel Number ____ - ____

Reason for Waiver Request

Please check all boxes that apply:

☐ An Operation/ Performance Monitoring Report has been performed by a licensed On-Site System Maintainer within the last six months. Reports for this on-site septic system have been filed with Public Health on a regular basis according to the required monitoring schedule found in Title 13 table 13.60. If this box is checked you must include a copy of the most recent inspection report. **

☐ Home has never been occupied.

☐ Property has recently connected to public sewer.

FOR DEPARTMENT USE ONLY:

Date waiver was received _____

Approved by _____ on _____

Disapproved by _____ on _____ Re
marks: _____

**** Property owner must give a copy of the approved waiver application and inspection report to the buyer before or at closing.**

Overview of Inspection Report for Property Transfer**Who submits the report packet?**

The inspection report packet is to be submitted by the OSM. The inspection report must be submitted through the King County On-site Septic System Web Portal, hosted by the web sites OnlineRME.com and skipthepaper.com.

When does the inspection need to be completed?

The inspection must be completed before the property changes ownership. The buyer must also receive a copy of the complete inspection report before or at closing.

Who pays for the application fee?

The filing fee can be paid by either the seller or buyer. Ultimately, the Title 13 code indicates the seller is responsible for having this inspection report completed at the time of property transfer. The current filing fee is available at <http://www.kingcounty.gov/healthservices/health/ehs/fees/wastewater.aspx>

What Must be Included in the Inspection Report for Property Transfer Packet?

1. **Operation - Performance Monitoring Report:** This is the existing form that Public Health uses for property transfer and maintenance inspections.
2. **On-Site Septic System Inspection report for Property Transfer:** This is to be used as the cover page for this application. The application is completed after the Operation – Performance Monitoring Report is submitted.
3. **Record Drawing:** The OSM is responsible for including an accurate record drawing in the packet. If there is no record drawing on file, the OSM will be responsible for submitting a new accurate drawing with this application. Specific criteria of what must be included in the record drawing can be found in the section, Minimum Record Drawing Requirements. Also, if the OSM finds that the most current record drawing on file with the Health Department is inaccurate he or she must show the corrections on the drawing they submit. The OSM may either show the corrections on the existing record drawing or create an entire new accurate record drawing using the minimum record drawing requirements.
4. **Pumping Report (optional):** The OSM may include a copy of the most recent pumping report if it is available.

What happens after the OSM submits the Inspection Report Packet to the Health Department?

The Health Department will review the OSS Property Transfer Inspection Report Application for completeness and accuracy. If the application is incomplete or not completely filled out, the status will be changed to On Hold in skipthepaper.com and comments added to identify which item or items must be corrected. The On-site System Maintainer is responsible for correcting the application. Complete reports will then be processed in our database and given a permanent record number. If the OSM has reported that sewage is surfacing the Health Department will check records to determine whether a repair permit was taken out and begin a complaint investigation.

Overview of Cover Page:

On-Site System Inspection Report for Property Transfer:

Property Information Section

Property information

Property parcel number and address can be obtained and/or verified by searching on the King County Parcel Viewer website:

http://www.metrokc.gov/gis/Mapportal/PViewer_main.htm

This report includes a record drawing that is:

_____ **existing** - This box should be checked if the most recent record drawing on file with the Health Department is accurate.

_____ **modified-** Check if the most current record drawing was inaccurate. Some modification examples include: added structures, a new well or change in tank location. If the most current record drawing was inaccurate, the OSM may create an entirely new record drawing or show the corrections made to the existing record drawing. Newly created drawings must meet all minimum requirements listed in the Minimum Record Drawing Requirements section.

_____ **new-** This should be checked if no record drawing is on file with the Health Department.

Water supply:

_____ **Municipal-** This should be checked if the water system contains more than nine connections or the property is served by a municipal public system.

_____ **Group B-** This should be checked if the water system contains two to nine connections. Group B water systems are commonly referred to as “community systems”.

_____ **Individual-** This should be checked if the property is served by a private well-one connection.

Bedrooms system was approved for according to site design:

_____ **Number of bedrooms-** The number of bedrooms the system was approved for can be found on the cover page of most recent approved Site Application. Prior to the 1972 On-Site code King County did not use the number of bedrooms to determine the size of the system. If the house was built around the 1970’s or earlier be sure to check with the Health Department to verify if there are any newer applications such as a repair or building remodel that required the system to be modified (any newer records on file may indicate the number of bedrooms the system was approved for). Do not use this line to list the number of bedrooms the tax assessor/ parcel viewer lists the property for.

_____ **N/A (designed prior to bedroom designed systems) -** This should be checked if the system was designed prior to the 1972 On-Site code and the Health Department has no recent records indicating the number of bedrooms that the system was approved for.

_____ **Information unavailable-** This should be checked if there are no records on file with the Health Department for the property indicating the number of bedrooms the system was designed for.

Date tank was last pumped: _____ *or* _____ **Unknown**

Is House Occupied? ____yes ____no ____unknown

If no, when was approximate vacate date? _____

Summary of Inspection

Are all tanks accessible?

_____ yes-

_____ **no** *If no, is the system out of compliance according to the Title 13 code edition it was approved under?* _____ **yes** _____ **no**- Effective in the 1999 Title 13 code all systems must be installed with risers. If the system's most recent Site Application was approved in the 1999 or thereafter and the system's tanks were not accessible to grade the system would be considered out of compliance. King County encourages homeowners to install risers and monitoring ports to aid in operation and maintenance. Although, the Health Department will not enforce homeowners to do so.

At the time of this inspection were any risers or monitoring ports installed?

_____ **yes, what was installed?** _____

Installation of monitoring ports, risers, distribution boxes, valve boxes, clean outs, baffles, pumps, or tight lines before the distribution box will not be require a limited repair permit. Note: that the limited repair permit exemption is only applicable if the repair was performed by the OSM company that completed the time of sale inspection. Any work done past the distribution or tank replacement will require a repair permit.

_____ **no**

Upon evaluation of the system were any repairs made?

_____ **yes- If yes, please explain** _____

Any repairs other than the work listed in the above section will require a repair permit. Please indicate whether the repair permit has been approved by referencing that assigned activity (ON number) or indicate that you are going to soon be applying for a repair permit.

For Gravity Systems Only:

Condition of distribution box:

_____ **Working properly-** This should be checked if all lines show no settling, no backflow, lines are securely connected to the distribution box, and the D-box has not disintegrated or cracked.

_____ **Inaccessible-** This should be checked if the distribution box is inaccessible due to being buried under concrete or excessively deep. Describe what methods were used to locate the distribution box or reasons why it was inaccessible in the further explanation of distribution box section below.

_____ **N/A** (i.e., system has no d-box)

_____ **Not working properly-** This should checked if the distribution box shows that any lines have settled causing unequal distribution, if backflow is observed, lines are not secured to the distribution box, and if the D-box has disintegrated or cracked.

Further explanation of distribution box _____

_____ **This space is to be used for further explanation of the distribution box, e.g., if backflow is observed, settling, any accumulation of solids or cracks. The OSM should note in this section what measures were taken to locating the distribution box if they have marked the "Inaccessible" space above.**

Stress test – Required:

Specify number of gallons used and results. A minimum 150 gallon test is required if house is occupied/ 450 gallon test if unoccupied.

Beginning July 1, 2011, Stress tests of gravity septic systems shall be required for Time of Sale inspections. The stress test shall consist of dosing the system with a minimum of 150 gallons of water if the residence or facility is occupied. For unoccupied residences or facilities, the septic system shall be dosed with a minimum of 450 gallons of water. OSM must document any reasons for varying from this requirement. The OSM is to specify the total gallons of water that was used in the test. Filling a five gallon bucket to determine the average flow per minute is sufficient.

For Pressure Distribution Systems Only: This includes all systems that have pressurized lines. This test is optional- the OSM is to use their discretion on whether the test should be performed.

Pressure test results:

_____ **Equal Distribution:** This should be checked if the test demonstrated that all lateral height were within a 15% variance of one another and the height of each residual measures a minimum 24".

_____ **Unequal Distribution**

Further action taken for unequal distribution_____

Examples of further action could be to check ball valves or determine whether pump is sized correctly.

Minimum Record Drawing Requirements

Every application for On-Site System Inspection Report for Property Transfer must include an accurate record drawing. If there is no drawing on file with the Health Department or the most recent drawing is inaccurate the OSM will need to create a new drawing or show the corrections made to the existing drawing. The drawing can be created by either the OSM or a State licensed On-Site System Designer. If the drawing is created by a State licensed On-Site System Designer the Designer must include their designer stamp on the record drawing.

The purpose of submitting a new or modified record drawing with the application should be considered as a reference to locate components of the septic system. The record drawing may not be sufficient to be used for submitting future applications such as building permits.

All record drawings must be of scanning quality. Record drawings must be drawn on paper of 8.5" X 11", 11" X 14" or 11" X 17".

The following must be included on the record drawing submitted with this application:

Gravity Systems:

1. **Must be scaled-** 1"= 20', 1"= 30', or 1"= 40'- the scale used must be indicated on the drawing and include a scaled legend to determine if future copies of the drawing have been skewed.
2. **Indicate the direction north-** with the letter N or the word north and an arrow pointing north
3. **Foot print of house-** including any other building structures on the property such as a detached garage or barn
4. **Location of distribution box**
5. **Lines leading in and out of distribution box-** this should include the inlet line into the distribution box and all drainfield lines. At a minimum the drainfield lines must show the general direction that they lead out of the distribution box. The total length of each drainfield line is optional to include in the record drawing.
6. **Locations of tanks- include** all tanks. Specify if any tanks have double compartments.
7. **Well head location-** if applicable
8. **All property lines**
9. **Building sewer line(s)**
10. **Number of bedrooms system is approved for-** This is only applicable to systems that were sized by the number of bedrooms. Designs that predate the 1972 On-Site code may not apply.
11. **Maintainer's or Designer's name-** This is to identify who created the record drawing.
12. **Address and tax parcel number**
13. **Date the drawing was created**
14. **Driveways**

Other System Types:

1. **Must be scaled-** 1"= 20', 1"= 30' or 1"= 40' the scale used must be indicated on the drawing and include a scaled legend to determine if future copies of the drawing have been skewed.
2. **Indicate the direction north-** with the letter N or the word north and an arrow pointing north
3. **Foot print of house-** including any other building structures on the property such as a detached garage or barn
4. **Location of Tanks-** include all tanks. Specify if any tanks have double compartments.
5. **Endpoint location of all manifolds and laterals-** if applicable
6. **Location and footprint of sandfilter-** if applicable
7. **Location and footprint of mound-** if applicable
8. **Location of all upflow sandfilter pods-** if applicable
9. **Location of any other pretreatment devices-** if applicable
10. **Well head location-** if applicable
11. **All property lines**
12. **Building sewer line(s)**
13. **Maintainer's or Designer's name-** This is to identify who created the record drawing.

14. **Number of bedrooms system is approved for-** This is only applicable to systems that were sized by the number of bedrooms. Designs that predate the 1972 On-Site code may not apply.
15. **Address and tax parcel number**
16. **Date the drawing was created**
17. **Driveways**

Note about Large Sized Parcels:

If the entire property can not fit on 11' x 17' paper using 1"= 40' scale, the OSM may choose to submit either:

Two drawings: 1) using a larger scale (i.e., 1"= 50' or 1"= 100') that depicts all property lines and required locations to scale and 2) a drawing using the accepted scales (1"= 20', 1"= 30' or 1"= 40") of the concentrated area (the building structure(s), septic tank(s), distribution box, etc.).

Or

One drawing that uses the accepted scales and indicates a clear break (squiggly lines) between the area that is to scale and is not to scale. The concentrated area (the building structure(s), septic tank(s), distribution box, etc.) must be to scale. Also, at least two property lines nearest to the concentrated area must be to scale. This is to determine how far away the concentrated area is to the two property lines. The entire shape of the property must be shown and the length (in feet) of each line must be indicated.

Note about Drainfield Easements:

At a minimum all record drawings should at least note whether there are any drainfield easements on the property title. The OSM may choose whether to include the location of any drainfield easements on the record drawing.

Problems with the On-Site System**Sewage leaking from any septic system components:**

If the OSM finds any sewage surfacing, this shall be documented in the Operation/ Performance Monitoring Report. Pursuant to Title 13 King County holds the current owner responsible for repairing a failed septic system. If the OSM has reported that sewage is surfacing the Health Department will check their records to determine if a repair proposal has been submitted. If no repair proposal has been submitted, the Health Department will begin a complaint investigation.

Other septic system failures as defined in Board of Health Title 13:

Effluent backing up, unpermitted alterations and cesspools / seepage pits are included in this category. Comments will be added to the application identifying the system as failed per Title 13.

Signs of pre-failure or system not working properly:

If an OSM finds any signs that the system is pre-failing or is not working properly they must indicate that in the Operation/ Performance Monitoring Report form. The OSM must note the specific problem(s) in the comments section of the Operation/ Performance Monitoring Report as the whole purpose of the inspection is to disclose to the buyer any deficiencies with the septic system. The two parties (Seller and Buyer) then negotiate to determine who will correct the deficiencies.