



Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland

Memo 25-1

To: Chatham Health District Staff
From: Russell Melmed, Director of Health
Re: New As-Built Requirements for Subsurface Sewage Disposal Systems (SSDS)
Date: April 3, 2025

Purpose:

- Following a SSDS installation and final inspection, a record plan of the SSDS, as-built, shall be submitted to the DOH in accordance with PHC Section 19-13-B103e (g) (4), as amended from time to time;
- Record plans, ("as-built") shall be submitted in a timely manner to avoid delays in permit issuance by the DOH in accordance with PHC Section 19-13-B103e (k), as amended from time to time.

Requirements:

- **All engineered septic system designs:** Shall have a record plan, "as-built" submitted. Where distance from the building allows for triangulation by tape measure tie offs from two corners of a building or any other locations deemed acceptable by the Chatham Health District. The record plan, "as-built" shall provide the sewer exit location from the building, sewage system access/inspection points (tank cleanouts (Inlet and Outlet), distribution boxes, inspection ports, cleanouts, etc.), leaching system ends, wells, footing drains, and curtain drains. The Triangulation Chart showing all measured tie off distances shall be placed on the record plan, "as-built". Prepared by a licensed surveyor, which is correct before covering by the installer.
- **For new non-engineered septic system designs:** Shall have a record plan, "as-built" submitted. Where distance from the building allows for triangulation by tape measure tie offs from two corners of a building or any other locations deemed acceptable by the Chatham Health District. The record plan, "as-built" shall provide the sewer exit location from the building, sewage system access/inspection points (tank cleanouts (Inlet and Outlet), distribution boxes, inspection ports, cleanouts, etc.), leaching system ends, wells, footing drains, and curtain drains. This may be submitted to the licensed surveyor by the installer for preparing the record plan "as-built" and shall be noted as such. The Triangulation Chart showing all measured tie off distances shall be placed on the record plan, "as-built". Alternatively, prepared by a licensed surveyor, which is correct before covering by the installer.
- **For repair non-engineered septic system designs:** The installer shall prepare a record diagram, "as-built", where distance from the building allows for triangulation by tape measure tie offs from two corners of a building or any other locations deemed acceptable by the Chatham Health District. The record plan, "as-built" shall provide the sewer exit location from the building, sewage system access/inspection points (tank cleanouts (Inlet and Outlet), distribution boxes, inspection ports, cleanouts, etc.) and leaching system ends. A Triangulation Chart showing all measured tie off distances shall be submitted to the Chatham Health District.