

**Step 1: Generally based on the time frame and work of the Massachusetts Licensed Engineer-2-3 weeks.**

1. Engineer/Installer contact the Health Department and schedule deep hole and percolation tests.
2. Engineer/North Reading Health Department conducts scheduled deep hole and percolation test for an onsite sewage disposal system.
3. Engineer survey's property for the design of the onsite sewage disposal system.
4. Engineer attends local conservation commission meeting (if needed) to meet local and state setback requirements for the design of the onsite sewage disposal system.
5. Engineer designs plans for onsite sewage disposal system.
6. Engineer submits plans to the North Reading Health Department

**Step 2: In Accordance with Massachusetts State Sanitary Code 310 CMR 15.000 – Up to 45 days.**

1. Engineer submits plans to the North Reading Health Department
2. North Reading Health Department dates and time stamps onsite sewage disposal plan for review, approval or disapproval.
3. If plans are disapproved, engineer is notified by the North Reading Health Department to make the necessary corrections to gain code compliance with plan review in accordance with the Massachusetts State Sanitary Code 310 CMR 15.000.
4. If plans are approved, the North Reading Health Department issues a “**Disposal System Construction Permit**”

**Step 3: Generally based on the time frame and work of the licensed Title V installer – 3-4 weeks**

1. Standard requirements for the siting, construction, inspection of an onsite sewage disposal system are based on the licensed Installer contacting the North Reading Health Department for the following inspections:
  - a. Excavation/bed bottom inspection
  - b. In place inspection of components
  - c. Final Grading inspection of system/hydro seeding

**Step 4: Review of an onsite sewage disposal system “As Built” Plan – Generally less than 1 week.**

1. Engineer designs and submits to the local regulatory authority for review, approval or disapproval an as build plan.
2. If plans are disapproved, engineer is notified by the North Reading Health Department to make the necessary corrections to gain code compliance in accordance with the Massachusetts State Sanitary Code 310 CMR 15.000.
3. If plans are approved, the North Reading Health Department issues a “**Certificate of Compliance**” to the North Reading licensed installer ONLY!

A completed onsite sewage disposal system can generally take anywhere up to 10 weeks or sooner depending on the time frame and work of the engineer/installer. It is the responsibility of engineers, Title V installers, Title V system inspectors, sellers, buyers and realtors to properly plan when scheduling for North Reading Health Department field test(s), inspection(s), deliveries of Title V supplies and real estate transactions and closings.

Our goal as the North Reading Health Department is to respond to inspection requests as soon as possible. Usually, appointments/inspections can be made within a few days after the Health Department receives a request from the North Reading licensed installer. If homeowners or realtors have questions or concerns regarding onsite sewage disposal system inspections and installation time frames, please contact the North Reading Board of Health at 978-357-5242 or visit the North Reading Health Department web site at <https://www.northreadingma.gov/health-department>