



GUIDE TO COMPLETION AND REVIEW OF USE PERMIT INSPECTION FORM (S-400)

Inspection Item From S-400	Repair Required*	Purpose of Question (if noted)
Section 1: Tanks		
Is tank in good condition, such that functions are not compromised?	x	
Is tank a two compartment tank?		Two compartment tanks were required starting 9/1/1974
Tees & baffles in good condition?	x	
Top of tank or riser to grade?	x	Must be accessible to properly inspect and maintain
Are risers in good condition?	x	
Is the lid in good condition?	x	
Does the lid have a secure closing mechanism or sufficient weight to prevent unauthorized entry?	x	Safety
Was tank water level above the outlet invert?		Possible indicator of failing absorption area
Was tank water level below the outlet invert?		Possible indicator of leak in tank
Does tank have an effluent filter?		Information only, required for all tanks starting 1/5/26
If YES, is the filter accessible for cleaning?	x	
If YES, is the filter clean and in good condition?	x	
Does the tank have a secondary safety feature?		Required for new tanks starting 1/5/2026
If YES, is the safety feature structurally sound?	x	
Section 2: Dosing Systems		
Siphon or pump operational?	x	
Floats properly tethered and operational?	x	
Is the junction box outside the tank riser?	x	
Is junction box (J-Box) approved for use?	x	
If J-Box is approved for use, are J-Box and wiring properly installed and functional?	x	Acceptable splice connections of wires include wire-nuts with silicon seals. Septronics & similar J-Boxes with other pre-manufactured connections are acceptable.
Means to disconnect house power supply to junction-box or control panel?	x	
Audio/visual alarm?	x	Required per 12.8.G.1.a of O-26
Alarm operational?	x	Warns owner of a malfunction
Pump in screened vault?		Information only
Vault in acceptable condition & screen clean?	x	
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Section 2A: Uniform or Pressure Dosed, Low Pressure Pipe (LPP) or Drip Systems		
Are valves in a box or vault?	x	
If yes, box or vault in acceptable condition?	x	
Valves operational?	x	
If Pressure dosed, NDDS, or Drip Irrigation, are risers at ends of zones in good condition?	x	
Is there an automatic distribution valve (ADV)?		Information only
Is the ADV working properly?	x	
System equipped with flushing valves?		Information only
Are flushing valves accessible and operational?	x	
Section 3: Secondary Treatment		
Is there secondary treatment?		Information only
If yes, indicate type		Information only
Is secondary treatment operating properly?	x	
Is there an operation and maintenance contract?		Information only
Section 4: Absorption Area		
Is absorption area covered with snow?		Snow may hide a malfunction
Are there odors?		Possible indicator of malfunction
Are there wet areas on ground surface?		Possible indicator of malfunction
Is irrigated landscaping planted over absorption area?		Provide handout, and add comment to Use Permit
Is surface drainage adequate to protect absorption area?	x	
Is vegetative cover adequate to protect absorption area from excessive erosion?		Provide handout, and add comment to Use Permit
Is vegetative cover excessive?		Provide handout, and add comment to Use Permit
Are driveways, horse corrals, patios or pools constructed over the tank or absorption area?		Add comment to Use Permit
Are there observation pipes in the absorption area?		Information only
If observation pipes, is there standing effluent in pipes?		Possible indicator of malfunction
Is system equipped with a distribution box?		Information only
Is distribution box to grade?		Information only
If distribution box is accessible, is it in good condition and are the outlets level?	x	

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Section 5: Building Sewer		
Is there a cleanout on the building sewer from house to septic tank?		Information only
Is there evidence of damage, plugging or settlement to the building sewer from house to first septic tank?	x	
Is there any evidence of damage, plugging or settlement of the building sewer from tank to absorption area?	x	
If pump, is there evidence of damage to pump line?	x	
If system has more than one tank, is there evidence of damage, plugging or settlement of the building sewer?	x	
Section 6: General Questions and Inspector Comments		
Is property vacant or occupied?		Information only
If vacant, how long?		May conceal a malfunction
Is property served by a well?		Information only
Is there a system diagram?	x	
If yes, is diagram accurate?	x (if not corrected)	
If no, provide diagram	x (if no diagram provided)	
Is the property within a municipality or sewer district?		If permitted repairs are needed, a letter of approval from the municipality or sewer district is required
Does system meet required setbacks?	x	Setbacks for systems constructed prior to 1973 may be less than current regulation.
If no, explain and indicate on diagram	May be acceptable	
Does OWTS have deficiencies that require repairs?	x	If checked "yes" system must be repaired and repairs documented on Form S-406.
In my opinion, at the time of the inspection, the OWTS is functioning properly	x	If checked "yes", system is acceptable.

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