



TOWN OF TOPSFIELD

Board of Health

8 West Common Street, Topsfield, Massachusetts 01983
(978) 887-1520/Fax (978) 887-1521



SEPTIC SYSTEM UPGRADE PROCEDURE

- 1.) FAILING RESULT (Title 5 Inspection Report) or VOLUNTARY UPGRADE
- 2.) Start process for septic system upgrade by completing the percolation test application process (see steps a-e below).
 - a.) Find a Professional Engineer or Registered Sanitarian.
 - b.) Apply for percolation testing with the Board of Health.
 - i.)The designer must submit a completed perc application form and fee and request scheduling.
 - ii) Conservation Commission should be contacted and could require additional permitting and time.
 - c.) Board of Health schedules perc testing based on receipt of completed application.
 - d.) Owner or designer coordinates schedule with backhoe for perc test date.
 - e.) Perc test and soil evaluation is done with Board of Health Agent as a witness.
- 3.) Designer draws plans.
- 4.) Plans and fee are submitted to Board of Health (maximum 45 days to review).
 - a.)Plans may need technical revisions or additional information (revisions reviewed by Board of Health, each with maximum 45 days to review).
 - b.)May have to appear before the Board of Health.
- 5.) Get approval letter for the proposed septic system plans from Board of Health.
- 6.) Send approved plans to contractors licensed in the Town of Topsfield (listed on BOH web page at www.topsfield-ma.gov).
- 7.) Choose licensed contractor to install the septic system.

8.) Homeowner and/or installer/designer should check with Topsfield Conservation Commission to ensure work does not involve a Topsfield Conservation Commission Order of Conditions.

10.) Installation is started. Installer is responsible for pulling permit for job and requesting inspections from designer and Board of Health.

11.) Board of Health conducts primary and final inspections, and the designer conducts required inspections during construction.

12.) As Built plans and a Certificate of Compliance signed by the designer are submitted to the Board of Health for review and approval.

13.) Installer signs Certificate of Compliance in Board of Health office.

14.) Board of Health Agent signs and issues Certificate of Compliance. Homeowner receives the original Certificate of Compliance and a copy of the approved As Built plan.

15.) If needed, As Built plans and any other follow-up with the Conservation Commission are separate from the Board of Health and must be handled by the owner or designer.

16.) The job is done. It is the owner's responsibility to maintain the system. Septic tanks are recommended to be pumped every 1-3 years. The Town of Topsfield R: 1-2.3 §9 Supplemental Regulations to 310 CMR 15.00 Title 5 of the State Environmental Code mandates that septic tanks and cesspools must be pumped every 4 years. Pump chambers, pressure dosed fields, recirculating sand filters and other alternative or innovative systems require an Operation and Maintenance Contract with a qualified professional for the life of the system. It is in your best interest to maintain the system.

Please contact the Board of Health with any questions.