

**CITY OF ONEIDA**  
**DEPARTMENT OF CODE ENFORCEMENT**

**BOB BURNETT**  
Director of Codes

**JAY ACKERMAN**  
Code Enforcement Officer



109 N. Main Street  
Oneida, NY 13421  
Tel.: 315-363-8460  
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JAckerman @oneidacity.com

**PRIVATE WASTE DISPOSAL APPLICATION**

**SECTION I – ALL APPLICANTS**

Property Location: \_\_\_\_\_

Tax Map Designation: \_\_\_\_\_

Owner/Owner's Agent: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Type of Structure: Residence \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

Proposed Facilities: Septic Tank \_\_\_\_\_ Leachfield \_\_\_\_\_ Other \_\_\_\_\_

Plans and Specs Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Property Area (sf): \_\_\_\_\_

Installer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Maximum No. Persons Served \_\_\_\_\_

List all Water Supply Facilities within 100 ft. of property. (Attach plot plan if applicable)

**In consideration of granting this permit the undersigned agrees:**

1. To furnish any additional information relating to the proposed work that shall be requested by the City Engineer/Code Enforcement Officer.
2. To accept and abide by all provisions of the Sewer Use Ordinance of the City of Oneida, and any all other pertinent ordinances or regulations that may be adopted in the future.
3. To operate and maintain the wastewater disposal facilities covered by this application in a sanitary manner at all times, in compliance with all pertinent requirements and at no expense to the City.

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4. To notify the City Engineer/Code Enforcement Officer at least twenty-four (24) hours prior to the commencement of the work proposed, and again at least twenty-four (24) hours prior to the covering of any underground portions of the installation.
5. LATE CHARGE FEE SCHEDULE - Common Council 12/4/12 Resolution 12-319

**Obtaining the proper permits shall be the sole responsibility of the property owner or general or primary contractor and are required before beginning any work. Failure to obtain a proper permit will result in the following late charge fees added to the cost of the permit:**

1. Failure to obtain a permit minimum late charge fee shall be \$100.00 for permits up to \$50.00.
2. Failure to obtain permit for any permits over \$50.01, the late charge fee shall DOUBLE the amount of the permit.
3. Failure to pick up and pay for permit within 10 days after issuance, a late charge fee of \$100.00 will be assessed.

Above Late Charge Fees Adopted by Common Council 12/4/12 Resolution 12-319 Effective January 1, 2013.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Applicant*

Phone: \_\_\_\_\_

\$ \_\_\_\_\_ Inspection Fee

**Application approved and permit issued:**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Code Enforcement Officer*

**NOTE: ALL PRIVATE WASTE WATER SYSTEMS SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER OR LICENSED LAND SURVEYOR, USING AND BASED UPON THE REQUIREMENTS OF NYS APPENDIX 75-A "WASTE TREATMENT STANDARDS".**

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**SECTION II – FOR CITY USE ONLY**

Anticipated Date of: Water Service: \_\_\_\_\_ Sewer Service: \_\_\_\_\_

Notations, Special Conditions:

**PLEASE NOTE:**

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Call UFPO two working  
days before digging!

**1-800-962-7962**

Non-members must be contacted separately



# Do Your Part, Be SepticSmart:

## The Do's and Don'ts of Your Septic System

Learn these simple steps to protect your home, health, environment and property value:

### Protect It and Inspect It:

#### Do:

- Have your system inspected (in general) every three years by a licensed contractor and have the tank pumped, when necessary, generally every three to five years.

### Think at the Sink:

#### Don't:

- Pour cooking grease or oil down the sink or toilet.
- Rinse coffee grounds into the sink.
- Pour household chemicals down the sink or flush them.

#### Do:

- Eliminate or limit the use of a garbage disposal.
- Properly dispose of coffee grounds & food.
- Put grease in a container to harden before discarding in the trash.

### Don't Overload the Commode:

#### Don't:

- Flush non-degradable products or chemicals, such as feminine hygiene products, condoms, dental floss, diapers, cigarette butts, cat litter, paper towels, pharmaceuticals.

#### Do:

- Dispose of these items in the trash can!

### Shield Your Field:

#### Don't:

- Park or drive on your drainfield. The weight can damage the drain lines.
- Plant trees or shrubs too close to your drainfield, roots can grow into your system and clog it.

#### Do:

- Consult a septic service professional to advise you of the proper distance for planting trees and shrubs, depending on your septic tank location.

### Don't Strain Your Drain:

#### Don't

- Concentrate your water use by using your dishwasher, shower, washing machine, and toilet at the same time. All that extra water can really strain your septic system.

#### Do:

- Stagger the use of water-generating appliances. This can be helpful especially if your system has not been pumped in a long time.
- Become more water efficient by fixing plumbing leaks and consider installing bathroom and kitchen faucet aerators and water-efficient products.



## Homeowner Septic System Checklist

### Septic System Description

Contact your local authority if you don't have this information.

Date system installed \_\_\_\_\_

Installer \_\_\_\_\_

Phone \_\_\_\_\_

Tank size \_\_\_\_\_ gallons


Capacity \_\_\_\_\_ bedrooms

Type  conventional

alternative (type) \_\_\_\_\_

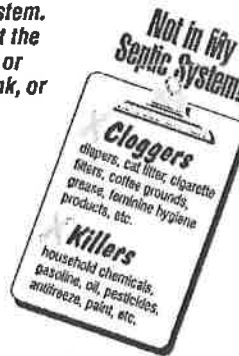
### Things to keep in mind:

- ✓ Regularly inspect your system and pump your tank as necessary.
- ✓ Use water efficiently.
- ✓ Don't dispose of household hazardous wastes in sinks and toilets.
- ✓ Plant only grass over and near your septic system. Roots from nearby trees or shrubs might clog and damage the drainfield.
- ✓ Don't drive or park vehicles on any part of your septic system. Doing so can compact the soil in your drainfield or damage the pipes, tank, or other septic system components.



**For more information about septic systems, contact:**

**U.S. Environmental Protection Agency**  
[www.epa.gov/owm/septic](http://www.epa.gov/owm/septic)



Septic System Maintenance Record				
Next Service	Scheduled Activity	Pumping Co./ Phone	Activities Completed	Comments
Jan. 2003	inspection	Joe Pumper 555-1234	inspection	sludge layer okay—may need pumping next year

Place on electrical box (fuse box) or other convenient location.