

## On-site Wastewater Treatment System Transfer of Title Application

Email application to [EHEPapplications@pueblocounty.us](mailto:EHEPapplications@pueblocounty.us) or submit an electronic application via our online portal at <https://myhealthdepartment.com/pueblo/login>.

Property Information				
Property Address		City		Zip
Legal Description				
Parcel Number				
Year Built				
Original Owner				
Is property currently occupied	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Original # of bedrooms		Current # of bedrooms		
Verified with Assessor's Office	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Health Department OWTS Permit	<input type="checkbox"/> Yes    Permit No.		<input type="checkbox"/> No	
Approved Permit Date				
System Sized for # of Bedrooms				
Source of Water	<input type="checkbox"/> Private Well <input type="checkbox"/> Cistern <input type="checkbox"/> Public			
Pumping Company		Scheduled Date/Time		
Applicant Information				
Owner Full Name (last, first, middle initial)				
Address / Zip Code				
Phone		Email		
Owner Signature				Date
Applicant/Agent, Company				
Phone		Email		
Agent Signature				Date
Health Department Use Only				
Inspection performed by Health Department	<input type="checkbox"/> \$315 <b>Company, scheduled date/time required above</b>			
Inspection by NAWT Certified Inspector	<input type="checkbox"/> \$95 <b>Must submit Certified Inspection Report</b>			
Bacteriological Water Test	<input type="checkbox"/> \$21			
Date Submitted:	Receipt #:	Staff Initials:		

## Instructions for Transfer of Title Application

Prior to the sale of a property with a residence or commercial building/facility in Pueblo County that is served by an On-site Wastewater Treatment System (OWTS), the property owner shall have the OWTS pumped and inspected. The inspection may be conducted by Pueblo Department of Public Health and Environment (PDPHE) or a certified Transfer of Title Inspector. An Acceptance document is issued by PDPHE upon demonstration that the system is functioning according to design.

### PDPHE Inspection

Requests for PDPHE to perform the inspection shall be made a minimum of three (3) days prior to the septic tank being pumped to ensure PDPHE staff can perform the inspection while the tank is being pumped.

The applicant must follow the procedure below prior to the on-site inspection by PDPHE:

1. The property owner/agent must submit this application to PDPHE along with the appropriate fee prior to requesting an inspection. **Email applications to [EHEPapplications@pueblocounty.us](mailto:EHEPapplications@pueblocounty.us) or submit an electronic application via our online portal at <https://myhealthdepartment.com/pueblo/login>.**
2. The septic tank lids must be uncovered and removed.
3. The tank must be pumped and cleaned.
4. Location of soil absorption area must be known to inspect for above ground failure of system. If there are any questions concerning the adequacy of the soil absorption area, PDPHE or the NAWT Inspector may require you to uncover a portion of the absorption area for inspection.

**Transfer of Title Inspector** [43.4(L)(3)] must meet the following requirements - effective January 1, 2019:

1. Transfer of Title Inspector must be certified by the National Association of Wastewater Technicians (NAWT) or an equivalent program approved by PDPHE.
2. Transfer of Title Inspector must also have knowledge of local and state OWTS Regulations.
3. Transfer of Title Inspector must register with PDPHE. The registration requires an application, documentation of qualifications, and registration fee.

If a NAWT Certified Transfer of Title Inspector has completed the inspection, this application must be accompanied by the inspection report and the appropriate fee.

### Acceptance Document

If the inspection reveals that the OWTS is of an acceptable design and functioning properly, an **Acceptance** document will be issued by PDPHE.

If the inspection reveals that the OWTS is of a design which does not comply with the State Statutes, OWTS Regulation 43 or PDPHE Regulation VIII, or the system has deteriorated due to the lack of maintenance, the approval will be denied until such time the system is brought into compliance with current regulations.

If deterioration of the OWTS is such the system needs to be replaced or extensive work must be completed to bring it into compliance with current regulations, an OWTS permit from PDPHE will be required and **must** be submitted and approved before any work is commenced.