



Madison County Building Department

410 N. Main St, Madison VA 22727; Phone: (540) 948-6102

Mailing address: PO Box 1206, Madison VA 22727

Website: www.madisonco.virginia.gov

To: General Public and all stakeholders

Date: **01-15-2025 (updated/revised Courtesy Review Form)**

Re: Mandatory Virginia Department of Health Reviews

In order to ensure existing wells and septic systems are not damaged or adversely affected by construction activities, the Virginia Department of Health must perform a review prior to a Building Permit being issued (and any work beginning).

The review will be one of two methods: either a VDH safe, adequate and proper (SAP) review -or- a VDH courtesy review/Owners Affidavit.

- If any addition is proposed to an existing building (home, dwelling, commercial building, etc); a VDH safe, adequate, and proper (SAP) review shall be performed.
- A VDH Courtesy Review/Owners Affidavit will be performed on decks, covered porches, pools, ground mounted solar energy systems, and detached accessory structures (garages, sheds, etc).

Note: if an accessory structure is to have indoor plumbing, a VDH SAP will be required.

This packet contains both the VDH safe, adequate, and proper (SAP) review form (pages 2-5), and the VDH Courtesy review/OWNERS AFFIDAVIT form (pages 6-7).

The VDH SAP form is a 4-page document that must be completed and submitted to the Health Department.

The Courtesy review form is a 2-page document that must be completed and submitted to the Health Department and-or the Building & Zoning Department.

Please call the Madison County Building Department with any questions: (540) 948-6102

Jamie R Wilks CBO

Madison County Building Official

Application for Virginia Department of Health Review from Building & Zoning Department



SAP Request for Health Department Review

Building/Zoning Department Use Only:

The Madison County Building & Zoning Department hereby requests that the Virginia Department of Health evaluate the Sewage Disposal System and/or water supply on the property described below to determine whether:

- ✓ The existing sewage disposal system is safe, adequate and proper (SAP) for the proposed use (see § 32.1-165 of the *Code of Virginia*). Note: This block can only be marked if the structure is designed for human occupancy.
- ✓ The proposed use will encroach upon the existing sewage disposal system and/or water supply.

Other or comments:

The Madison Building & Zoning Department is requesting this review to ensure the proposed work or development will not adversely impact or affect the water supply and-or sewage disposal system.

Building/Zoning Official Signature: *Jamie R Wilks* CBO (e-signature)

Owner Name: _____
Mailing Address: _____

Home Telephone: _____
Office Telephone: _____

Email address: _____

Cell Phone: _____

Agent Name: _____
Mailing Address: _____

Home Telephone: _____
Office Telephone: _____

Email Address: _____

Physical Address of Property: _____

Property Acreage: _____

Property Location (Provide Directions from Local Health Department):

Tax Map: _____ Subdivision: _____

GPIN: _____

Current Number of Bedrooms: _____

Proposed Number of Bedrooms: _____

Date of Last Septic Tank Pump Out: _____

Please attach any recent records of Sewage System (Pump-outs, Repairs, or Operation and Maintenance Reports).

Description of Proposed Addition/Renovation to Your House:

Has property been occupied during previous 30-day period: Yes No

Please have septic tank and distribution box uncovered for inspection. To prevent potential damage to the system – VDH recommends homeowners first contact Miss Utility for marking any underground utilities. The septic tank and distribution box should be carefully excavated by hand.

Uncovering the septic and distribution box would cause an undue hardship: Yes or No. If yes, please explain hardship:

(Examples of hardship: System is relatively new, recently pumped out with records, etc.)

Building Permit #: _____ Health Department I.D. # - _____

PLEASE READ CAREFULLY:

This report is only intended to address the above referenced request and does not address evaluation procedures for sewage systems being sold through real estate transfers, or systems and water supplies being reused as part of a subdivision process. This document specifically addresses VDH's implementation of § 32.1-165 of the Code of Virginia and is not to be used for any unauthorized use.

The property boundaries and building locations are clearly marked or identified as the property. I give permission to the Virginia Department of Health to enter the property described, if necessary, for the purpose of processing this application. An accurate sketch of the property, existing structures, wells, sewage disposal systems, and proposed structure(s) is attached.

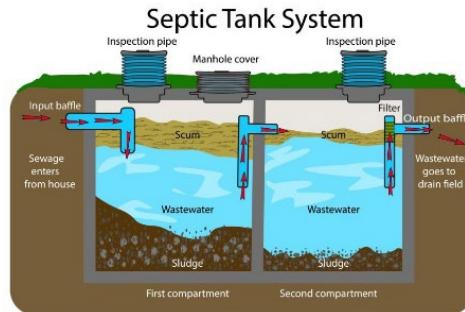
Owner/Agent Signature: _____ Date: _____

Site Sketch

Please include a detailed site sketch of your property that includes house, water supply, sewage disposal system and the proposed addition or structure to your property. Label measurements from the proposed project to the existing water supply and sewage disposal system.



Safe, Adequate, and Proper Instructions (SAP)



Safe, Adequate, and Proper review policy identifies the minimum review and paperwork required to process a request from a local building official pursuant to Va. Code § 32.1-165. The referenced Code section requires building officials to seek and obtain authorization from local health departments prior to issuing a building permit. Authorization to issue those permits rests upon a health department determination the existing or proposed onsite sewage system is safe, adequate, and proper for the subject building designed for human occupancy.

1. Please uncover septic tank and remove lids. HD staff will need to look inside of the tank to observe the condition of the inlet and outlet baffle tees. If possible, ***please have tank pumped out before*** we arrive for inspection. The ***Culpeper Soil and Water Conservation District*** is offering financial assistance for septic tank pump outs. Please call them at 540-948-7531.
2. Please uncover distribution box. Staff will be looking at the overall condition and to ensure the box is watertight.
3. Once the components have been uncovered and are ready for inspection – please call the Madison County Health Department at 540-948-5481.



Request for Health Department Courtesy Review

OWNERS AFFIDAVIT

VDH Use Only

Health Department ID # _____

Due Date _____

Owner Name: _____
Mailing Address: _____

Home Telephone: _____
Office Telephone: _____

Email address: _____

Cell Phone: _____

Agent Name: _____
Mailing Address: _____

Home Telephone: _____
Office Telephone: _____

Email Address: _____

Physical Address of Property: _____

Property Acreage: _____

Property Location (Provide Directions from Local Health Department):

Tax Map: _____ Subdivision: _____

GPIN: _____

Current Number of Bedrooms: _____

Date of Last Septic Tank Pump Out: _____

Description of Proposed Project to Your Property: _____

Will the proposed project be >50 feet from water supply and sewage disposal system? _____

If yes, this form **does not need** to be submitted to the local health department. However, this form and site sketch **must** be submitted to the local building office for their records.

If no, you need to contract with a private onsite sewage professional to conduct an evaluation of the proposed project. The goal is to make sure the proposed construction will not negatively impact the water source or sewage disposal system. The local health department can provide a list of local private onsite sewage professionals if needed.

Please include a detailed site sketch of your property that includes the house or building, water supply, sewage disposal system and the proposed addition or structure to your property. Example: In-ground swimming pool, barn/workshop, shed, solar array, etc. *Please include measurements from the proposed project to the existing water supply and sewage disposal system.*

Owner/Agent Signature: _____ Date: _____

Building Official/Building and-or Zoning Department can insert signature block here:

Madison County Building & Zoning Department
410 N Main St, Madison VA 22727
Phone: (540) 948-6102; website: www.madisonco.virginia.gov

Site Sketch

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OWNERS AFFIDAVIT

