

Process for School Building Application and Facility Approval

Purpose: The School Building Application will allow all the appropriate issues of Environmental Health to be addressed during the initial phases of planning. This will provide a more transparent process for school planners.

- I. Business/Owner/Applicant submits a completed School Building Application.
 - a) Application and fee required for water/well inspection If there is an existing well
 - b) Application required for well if a new well is required
 - c) Application and fee for inspection of existing septic system if there is a proposed use of existing septic system
 - d) Application and fee for a soil evaluation if a new septic system will be required
 - e) Food Service Plan Review Application will be required if there is an on-site cafeteria planned for the food service
- II. Environmentalist reviews application and contacts applicant for any clarifications or additional information
 - a) Once application has been approved by Union County Environmental Health, approval is forwarded to the associated agencies (for example: Union County Building Code Enforcement or other authorized agency in a municipality)
- III. A pre-opening inspection of facility is performed to confirm all sanitation requirements are in compliance. The inspection report is released to the owner/operator of school once all the following approvals have been issued: (This inspection report is used by the owner/operator as their approval to their licensing agency)
 - a) Certificate of Completion for a well or a clearance letter for water quality has been issued (if required). Not required for public utilities.

- b) Operation permit for a septic system or an approval of the inspection of an existing system has been issued (if required). Not required for public utilities.
- c) Building and Fire code approvals from the appropriate municipalities