



Subsurface Sewage Treatment System (SSTS) Septic System

Application Instructions:

The following will provide you with instructions to complete your application to construct a new or replacement septic system on your property. First, you'll want to make sure who your contact is for septic systems in your area. Please check this link to a map showing you the contact information of the septic inspector for your area. [Dakota County Septic Jurisdiction](#) If you have questions filling out this form contact Benjamin Hoyt at ben.hoyt@co.dakota.mn.us or 952-891-7008

Owner information

In this section you'll need to include the property owner's name, address and contact information.

Site information

In this section we'll need to know where the system will be installed and some conditions about the site. This information can be found in your septic system design on the "Preliminary Evaluation Worksheet" page.

Parcel Number: [Dakota County GIS](#) You can find the parcel number for a property by clicking the link to [Dakota County's Property information search map](#) and search for the address then clicking the parcel for more information. The parcel Identification number will be a 12-digit number displayed on the left and may have dashes. (Ex. 00-00000-00-000) You do not need to enter the dashes into the application.

Shoreland or Wellhead Protection Area:

Shoreland: [Dakota County GIS](#) You can check whether your property is in a shoreland area near a protected lake river or stream on [Dakota County's Property information search map](#). You'll need to turn on the shoreland layer by first clicking "Map Layers" near the top of the screen then clicking the box on the left side under Map Layer/Environment/Environment – Floodplain/Shoreland.

Wellhead Protection Area: [SWP Map Viewer](#) You can check your property to see if you're in an area with additional groundwater protections. [Source Water Protection Web Map Viewer](#)

System information

In this section we'll need to know what kind of system it is to give the design the appropriate review and assign the permit fee. You can find this information on your septic system design or you can ask your septic contractor.



Minnesota Pollution Control Agency (MPCA) system Type

This refers to the type of septic system in your design and can be found in your septic system design on the “Design Details & Summary” page. Please note that the system type will determine the permit fee which can be found on our webpage on the [Dakota County Fee schedule](#) page 8.

- Type I: This is a standard septic system mound/trench/at-grade
- Type II: This is a holding tank style septic system
- Type III: This is a septic system with soil correction or other design changes
- Type IV: This is a special septic system with pre-treatment technology
- Type V: This is an engineered septic system

Contractor information:

This is information about who is doing the work. Most septic systems have two contractors. One who designs the system and second who installs it. Sometimes the designer and installer are the same contractor. Your designer contractor’s information and License number should be in their design paperwork on the bottom of the “Design Details & Summary” page. Your installer can provide you with their information. You can check their license information on the MPCA’s website here [Septic contractor License search tool](#)

Submittal Checklist

This checklist covers all the items needed for Dakota County Environmental Resources to review the permit. We’ll need;

- The complete septic design from your contractor: This includes all the information needed to fully construct the system.
- The site evaluation report which should be included with the design: This includes the review of the site and its ability to accept and treat sewage.
- The Management Plan signed by the owner: This document has the information needed to keep the system functioning efficiently and includes the frequency of maintenance activities
- House Plans will need to be included in the case of a septic system for a new home.
- Monitoring and Maintenance plan: These are necessary for Type II, IV, V systems. They include specific instructions for maintenance to make sure the system stays functioning. This may sound like a Management Plan but a Monitoring and Maintenance Plan has conditions that are included in an Operating Permit that has an additional application and fee.

Proof of Payment:

If you’ve gathered all the information and completed the rest of the application, then you’re ready to pay for the permit and submit your application. The permit amount will depend on the type of system it is. You can check the permit fees here on our webpage on the [Dakota County Fee schedule](#) page 8.

You’ll have the option to pay by;

- credit/debit card by calling 952-891-7575 or,
- check made payable to: DAKOTA COUNTY TREASURER and mailed to:
- Dakota County Environmental Resources 14955 Galaxie Avenue, Apple Valley MN 55124