 ***Pulaski County Health Center***

***Pulaski County Home Health Agency***

101 12th Street, Crocker MO 65452

*Health Center 573/736-2217 WIC 573/736-2218 Fax 573/736-5370*

*Home Health Agency 573/736-2219 Fax 573/736-5847*

[*www.pulaskicountyhealth.com*](http://www.pulaskicountyhealth.com)

|  |  |  |
| --- | --- | --- |
| Owner/Installer is Responsible | STEPS IN THE PERMIT PROCESS | Administrative Authority is Responsible |
| X | Request a Permit Application, Submit Fee Form information and Fee ($125 per permit application). |  |
| X | Complete and submit Permit Application Use Check-off list and Instructions The Permit Application must include a soil report and the system design, layout and calculations. If applicable, submit an engineering report and/or variance requests. |  |
|  | Provide technical assistance regarding the system type or location. | X |
|  | Review completed application and design. | X |
| X | Layout system on-site. |  |
| X | Preconstruction site visit. | X |
| X | Redesign and layout if needed. |  |
|  | Issue Construction Permit when the application and design is in compliance with the minimum standards. | X |
| X | Have the permit readily available at the job site. |  |
| X | Install according to the permit (and standards). |  |
| X | Get approval of the administrative authority and the design engineer, if applicable, before any design changes are installed. |  |
| X | \* REGISTERED INSTALLERS shall notify the administrative authority of system completion by 9:00 AM one day before completion and keep system open for inspection until 3:00 PM on the day of completion unless released by the administrative authority. \* UNREGISTERED HOMEOWNER INSTALLERS shall notify the administrative authority of system completion by 9:00 AM two days before completion and keep system open for inspection until 3:00 PM on the day of completion. |  |
|  | Perform final inspection or send Registered Installer Certification without Inspection form. | X |
| X | If requested, complete and return Certification without Inspection Form. |  |
|  | Issue Stop Order if construction does not comply with standards or permit requirements. | X |
| X | Redesign, get approval and install compliant system if installation was not approved. |  |
|  | Send copy of Final Inspection to owner. | X |