



NOTICE TO APPLICANTS

GUIDELINES FOR PERMIT REFERRAL TO THE SUFFOLK COUNTY DEPARTMENT OF HEALTH

Approval of existing or proposed septic systems will be required prior to processing any building permit under the following circumstances:

1. When any part of an existing sewage disposal system is relocated for any reason related to the renovation, reconstruction or addition of a residence.
2. When any part of an existing sewage disposal system is relocated to accommodate construction of accessory structures such as swimming pools, sheds, etc.
3. When any part of an existing sewage disposal system must be relocated due to lot line modifications or other regulations which may require relocation.
4. When a new and separate sewage disposal system is to be installed or a new exterior waste line is to be added due to the construction of additions, conversions, renovations or to accommodate accessory buildings.
5. When a residence is proposed to be reconstructed after a fire, demolition, or other destruction.
6. When an addition or renovation is proposed for a structure that was constructed prior to 1973 and any increase in bedrooms is proposed*
7. When an addition or renovation is proposed for a structure constructed after 1973 and the number of bedrooms* in the structure is increased to greater than four. If an approval of constructed works (ie green-stamped survey) has been issued by the SCHD and the total number of existing and proposed bedrooms does not exceed the number of bedrooms permitted, no further action is required from the SCHD.
8. When a building renovation, addition or conversion is proposed and it is determined by a licensed design professional or involved agency that the existing sewage disposal system is inadequate.
9. When there is a change of use of the dwelling unit. Examples of change of use would include an addition or conversion of space for a professional office or business use.

*The following rooms are considered an integral part of the structure and will not add to the overall bedroom count:

- Kitchen
- (1) Living room
- (1) Dining room
- (1) Family room, den, study or office
- Bathrooms
- Open basement or utility room
- Foyer

Any other rooms will be counted as potential bedrooms.