



TOWN OF SALEM FIRE DEPARTMENT
INSPECTIONAL SERVICES
HEALTH DIVISION
33 GEREMONTY DRIVE
SALEM, NEW HAMPSHIRE 03079
603-890-2050

BRIAN A. LOCKARD, HEALTH OFFICER
THEODORE W. HATEM, CONTRACTED INSPECTOR: 603-327-7821

Septic System & Well Permit Application

License Number _____ Date _____
Approval Number _____ Dig Safe # _____
Owner _____
Map # _____ Lot # _____
Location _____
System Type: New _____ Repair _____
Applicant/Contractor Name _____
Address _____ Telephone # _____
Designer's Name _____ Telephone # _____
Email Address _____

Type:	Test Pit _____	Fee:	\$100
	Plan Review _____		\$100
	Bed Bottom _____		\$100
	Final _____		\$100
	Re-inspection _____		\$100
	Well _____		\$100

Total Fee _____

Applicant Signature _____ Date _____
Health Department Approval _____ Date _____

To Schedule An Inspection, Please Contact The Inspector Directly at 327-7821
(Minimum 48 Hour Notice)

Residents and contractors may apply for permits and seek information during Town Hall hours:
Monday – Friday, 8:30 AM – 5 PM.

Please note that this form is for Local review and inspections only. The State of NH will be issuing the final approval for the installation of all new septic systems. Contact NH DES, Subsurface Systems Bureau at 893-3501 for more information.
(See more information on back)

**South Region
NH DES
(603) 893-3637
Salem, NH**

**Main Office
NH DES
Subsurface Systems Bureau
29 Hazen Drive
P.O. Box 95
Concord, NH 03302-0095
(603) 271-3501**

What guidelines must be followed to install a septic system in the Town of Salem?

The rules and regulations established by the State of New Hampshire, Department of Environmental Services, Subsurface Bureau form a part of Salem Chapter 391 - Sewage Disposal Systems and Wells. A copy of the local regulations may be obtained at Town Hall or through the Web Site.

For Septic System Designs, the homeowner shall:

- 1) Contact a State of NH Licensed Designer through the NH DES website:
<https://www4.des.state.nh.us/SSBOneStop>
- 2) The designer must apply for a permit and make an appointment with the Health Department to meet on-site with an excavator or backhoe for observation of the test pit.
- 3) The designer is required to submit an electronic copy **or** 2 copies of the septic design plan to the Town of Salem for review. **The State will not review the plans prior to Town approval.**
- 4) The Town will review and stamp plans, keep one copy for our files and return your copy to the designer to be submitted to the State for approval **or** a local approval form will be signed and emailed back to the designer.

For Septic System Installation, the homeowner shall:

- 1) Contact a State of NH Licensed Installer through the NH DES website:
<https://www4.des.state.nh.us/SSBOneStop/>
- 2) The installer comes into Town Hall with the approved plan, pays a permit fee and obtains an installation permit. Fees can also be paid online at <https://www.salemnh.gov/>
- 3) The installer provides the Health Department with 48-hour notice for the following:
 - i. Bed bottom inspection
 - ii. Final inspection prior to backfilling

Note: The Installer must contact NH DES at 893-3637 or 271-3501 for final approval