



City of Westfield, Massachusetts

Health Department
59 Court St, Westfield, MA 01085
Phone: (413) 572-6210 Fax: (413) 572-6279



Public Health
Prevent. Promote. Protect.

Westfield Health Department

Title 5/Septic Info Sheet

Existing Systems

- Find a licensed Title 5 Inspector to conduct an inspection. It is recommended that you have an inspection before you list your house.
- After your inspection the inspector has 30 days to give the Health Department a copy of the report.
- If it passes no action is necessary on your part. Please keep your passing Title 5 report in a safe place, the Health Department is not required to keep passing reports.
- If the system fails and needs a component replacement (D Box, or tank) your contractor will need to notify the Health Department, but a perc test or plan approval is not necessary.
- If the system fails and needs a new leach field a new perc test is required.

NEW Systems/Leach Field Replacement

- Come to the Health Department and drop off **Application for a Percolation Test** along with \$200 fee (Cash or Check)
- Hire a Registered Sanitarian (RS), Physical Engineer (PE), or Soil Evaluator (SE) to conduct a Percolation (perc) test. A Health Department official will be required to witness the perc test, the person conducting the test is responsible for scheduling with us.
- If there are any potential wetland issues homeowner, designer, or installer is responsible to notify Conservation Commission 413-572-6281
- An RS or PE can do the design for you; an SE will give their perc data to an RS or PE to complete the design. Designer or you will bring **3** copies (for new construction) or 2 copies (for replacement of existing system) of the plan and the **Application for Disposal Works Construction Permit** to the Health Department.
- Within 2-3 business days Health Department will review the plan, if it is approved we will notify you or designer for pick up. Health Department will keep a copy on file.
- A plan that is stamped and approved by the Health Department serves as your Disposal Works Construction Permit. Once the plan is approved construction can begin.
- Before the system is back filled the Health Department will do a final inspection, we will give the installer the okay to backfill the system.
- After completion the designer/installer will send **Title 5 Sign-Off Sheet** and an As-Built drawing to the Health Department and we will file with the application, and provide you with your **Title 5 Certificate of Compliance**.
- In new construction homeowners should provide a copy of their certificate of compliance to the building department.