

Montezuma County Public Health Department

106 West North Street
Cortez, CO 81321

Phone: (970)565-3056
Fax: (970)565-0647

**PROCESS FOR INSTALLING
A SEPTIC SYSTEM IN MONTEZUMA COUNTY**

1. The Montezuma County Planning Department must be notified of intent for construction of a new residential structure for assessment of road impact fees. (970)565-2801
2. Once the road impact fees have been paid to the Planning Department, the septic system design process can begin.
3. A septic permit for construction of the system will be issued to the property owner once an engineered design and record of payment for impact fees is submitted to the Health Department. No installation may begin prior to this requirement. **The permit will be valid for one (1) year after issuance.**
4. The engineer **and** the Health Department will require an inspection of the system **prior** to backfill. Generally, a 24 hour notice is sufficient.
5. After completion of the system the engineer will submit a final certification letter to the Health Department. At this time, the septic permit will get final approval by the Health Department. The final record will then be complete.
6. If these steps are not followed, your septic system will not be compliant and fines will be assessed.