



**TOWN OF SALEM FIRE DEPARTMENT**  
**INSPECTORIAL 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 \_\_\_\_\_

<b>Type:</b>	Test Pit _____	<b>Fee:</b> \$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**