

1. Pick an engineer. Try to contact at least three engineers. Ask what is included in their quote. The Town requires a \$200.00 fee to witness the perc test and a \$200.00 fee to submit the septic permit application. The Health Agent, Lisa Cullity, will witness the perc test to verify the water rate. The \$200 fee for the septic permit pays for the all inspections (2-3 depending on the site) when the system is being installed and for our review engineer to review the plans to ensure they meet Pembroke's upgrade regulations. Ask your engineer what his quote includes. Does it include fees due to the Town? Does it include the perc test? Is there a separate charge for the heavy equipment needed to perform the perc? Will there be an extra charge if your plan requires a variance and the engineer must appear before the Board of Health? Ask if they do a lot of work in Pembroke. While it is not required, if they work in Pembroke often, they are aware of our Title 5 Upgrade regulations. The engineer will schedule the perc test with the Health Agent.

**** Note:** now is a good time to think about increasing the capacity of your system if you think you may need more bedrooms or perhaps an in-law apartment. It is cheaper to expand your system now rather than after the system is in the ground. An additional bedroom usually adds on **average** \$1,000 (2020 pricing) to the job and an in-law adds on **average** \$6,000 (2020 pricing).

2. Once the perc test is done, the engineer will use the data collected at the perc and your requirements to create a proposed septic plan. The engineer will give you several copies of the plan and also submit the proposed plan, the soil log (from the perc test) and the septic permit application to the Board of Health. We will send it out to our review engineer. Our review engineer may send the plan back to your engineer for some revisions. Usually these are minor corrections. By law we have 45 days to turn the application around (approve or disapprove). In most cases it is less than two weeks, sometimes even quicker.

You should use your copies of the plan to start shopping for an installer.

3. Pick an installer. Again, you should try to get three quotes. Pembroke requires installers to be licensed by the town. In order to be licensed, the installer must pass a written test. This is to ensure the installer's familiarity with Pembroke's Title 5 Upgrade Regulations. The license costs \$125.00 and the test is \$25.00. If an installer maintains his license every year, he/she does not have to retest yearly. If the license lapses for a year or more, they will have to retest. Ask what the quote includes? Will the yard be restored to its former condition? How long will the install take? When can the work be done? Does the installer work in Pembroke a lot? Again, this is helpful because they are familiar with the typical installation in Pembroke. In the cases where the home is being sold, can the installer be paid at closing? Is there room in the installer's schedule to get the install done just prior to closing?

4. When the proposed septic plan is approved by our engineer:
 - a. If you plan does not need a variance to Pembroke's upgrade Title 5 Regulations, continue to Step 4.
 - b. Variances

A variance is permission granted to NOT meet Pembroke's Title 5 Upgrade regulations or some state regulations.

Some minor variances can be granted by the Health Agent. If this is the case for your septic plan, proceed to Step 4.

If your septic engineering plan requires a variance that cannot be granted by the Health Agent, it will need to go before the Board of Health (BoH) for approval. There is no charge by the Town for the BoH to review the variance(s) of your plan. Depending on the variance, your engineer may have to appear before the BoH to explain the reason for the variance. Some variances require abutter notification. This often occurs when your septic system will not meet the setbacks of the property lines. Sometimes it is a setback from a well. Your engineer should be able to answer any questions you have about variances. You can always call the Pembroke Board of Health Office with questions.

**** Note:** Pembroke Title 5 Upgrade Regulations – Pembroke has many ponds and waterways. While Pembroke's drinking water comes from wells, our ponds supply water to many other municipalities such as Brockton, Rockland and Abington. Brockton also sells the water to several other communities.

5. Once the job starts, it usually takes 1-3 days to complete depending on weather and the site conditions.

If you have any questions, please call the office at 781-293-2718.