



Septic to Sewer

STEP Sewer Service Connection Checklist for a New Project

If public sewer, in the form of a STEP pressure main, is being extended to your property, follow these steps to connect to the public sewer:

1. Apply for a LOTT CDC Rebate

You may be able to obtain a rebate on the LOTT capacity development charge (CDC), reducing the amount due by over \$3,000. Applications are available by contacting City of Olympia Wastewater Utility staff at ddunn@ci.olympia.wa.us or calling 360.753.8562. Funds are limited and available on a first-come, first-served basis. This program is only available **BEFORE** you obtain your permit.

2. Wait for Notification from the City of Olympia

If your property will be benefitting from to a new sewer construction project, you must wait for notification from the City of Olympia that the sewer main is complete and the system has been activated, tested and accepted before you move on to the next step.

3. Hire Your Choice of Electrical and On-site/General Contractor

It is recommended to:

- Obtain at least two separate cost quotations.
- If no side sewer has been extended to the property, a licensed, bonded and insured contractor is required to perform any work within the public right-of-way.
- Request a fixed-price contract. Do not accept a time and materials contract.
- Verify whether permit fees, connection charges and septic tank pumping/abandonment are included in the quote.
- Request and check the references of the contractor you select. Verify the contractor has experience with STEP system installations.

3. Obtain a Permit

Permits are obtained from the City of Olympia Community Planning & Development Department (CP&D) at City Hall, 601 4th Ave E, 2nd floor or through the permit portal system at ci-olympia-wa.smartgovcommunity.com/Public/Home. You or your contractor can apply for the permit. The main permit is called a STEP Sewer Residential permit and is in the Civil Engineering group. A permit specialist will contact you after they receive your application. A sketch of the location of the STEP tank and control panel must be submitted. All fees must be paid prior to permit issuance. If your property is in the urban growth area, you will need to sign an Agreement to Annex if one is not already recorded on the property. Contact the CP&D permit desk at 360.753.8314 or cpdinfo@ci.olympia.wa.us if you have any questions.

4. Grant an Easement to the City of Olympia

The STEP system including the tank, pump and controller will be owned and maintained by the City of Olympia and therefore an easement is required for access. The owner of the property must have the easement documents completed, signed and notarized. Easement forms and notary services are available at the City of Olympia Community Planning & Development Department permit desk at City

Hall, 601 4th Ave E, 2nd Floor. The legal description on the easement should include: the street address, the lot number, the subdivision name, the Thurston County tax parcel number and the section-township-range.

6. Contractor(s) Installs the STEP System

Refer to the STEP package available on the City's website for STEP system installation and inspection requirements and the homeowner's information sheet. Be sure the STEP Sewer permit is available during inspection.

7. Once STEP System Has Passed Inspections, Complete Bill of Sale

Once the STEP system has passed all inspections, the owner of the property must have Bill of Sale documents completed, signed and notarized. Bill of Sale forms and notary services are available at the City of Olympia Community Planning & Development Department permit desk at City Hall, 601 4th Ave E, 2nd Floor.

8. Abandon Your Existing Septic Tank

The [Thurston County Environmental Health Division](#) requires that your septic tank be properly removed from service and abandoned once installation of the new side sewer is completed, inspected and accepted. This process involves obtaining an on-site sewage system abandonment application form from Thurston County Environmental Health. With the exception of pumping, typically, the work can be performed by you or your side sewer contractor. To perform the abandonment:

- Have the sewage container pumped out by a Thurston County certified sewage system pumper. Ask the sewage system pumper to complete a pumper slip, certifying the pumping.
- Remove or destroy the whole lid, not just the access point covers. It can often be broken into pieces and dropped into the tank.
- Fill the septic tank(s) with earth, sand or gravel.

Within five days of completion of the abandonment, complete the application, including the certification section. Attach the pumper slip to the on-site sewage system abandonment application and submit both to the Thurston County Permit Assistance Center, along with the application fee. Environmental Health staff will review the documents and may visit the site to confirm the process. Upon approval, a copy of the approved application will be mailed to the applicant and county records will be changed to reflect the abandonment of the septic tank.

Need More Information?

- For questions regarding the availability, location and type of sewer service at your property, contact City of Olympia Wastewater Utility staff at ddunn@ci.olympia.wa.us or 360.753.8562.
- For questions regarding permits and fees contact the City of Olympia Community Planning & Development Department at 360.753.8314 or cpdinfo@ci.olympia.wa.us.
- For questions regarding abandonment of on-site sewage systems contact Thurston County Environmental Health at 360.867.2673.