

Jefferson County Pre-Septic Application Checklist

Before submitting a wastewater system application, the following must be completed and in accordance with:

- [Circular DEQ4 \(https://deq.mt.gov/files/Water/WQInfo/Documents/Subdivisions/DEQ-4-2023.pdf\)](https://deq.mt.gov/files/Water/WQInfo/Documents/Subdivisions/DEQ-4-2023.pdf)
- Jefferson County's [wastewater regulations \(https://jeffersoncounty-mt.gov/wp-content/uploads/Jefferson-County-Wastewater-Regulations.pdf\)](https://jeffersoncounty-mt.gov/wp-content/uploads/Jefferson-County-Wastewater-Regulations.pdf):

1. Obtain an official address from GIS

Phone Number	Website	Email
Rural Addressing - (406) 225-4156 City of Boulder - (406) 225-3381 Whitehall - (406) 287-3972	https://jeffersoncounty-mt.gov/gis/	mmorris@jeffersoncounty-mt.gov

Signature of GIS Individual

Date

2. Contact the clerk and recorder to determine boundaries and property size

Phone Number	Website	Email
(406) 225-4020	https://jeffersoncounty-mt.gov/clerk_recorder/	gkunz@jeffersoncounty-mt.gov

Signature of clerk and recorder

Date

3. Contact the planning department to determine flood plain status and zoning

Phone Number	Website	Email
(406) 225-4040	https://jeffersoncounty-mt.gov/planning/	lhintz@jeffersoncounty-mt.gov

Signature of planning

Date

4. If this is a new build, contact the county road department to determine accessibility.

Phone Number	Website	Email
(406) 225-4158	https://jeffersoncounty-mt.gov/roads/	mtaylor@jeffersoncounty-mt.gov

Signature of road department

Date

5. Complete a site visit request and pay the designated fees to the county

Phone Number	Website
(406) 225-4126	https://jeffersoncounty-mt.gov/wp-content/uploads/Jefferson-County-Wastewater-SCHEDULE-OF-FEES.pdf

Signature of county worker Date

- a. Upon approval of a site visit request, an 8’ (minimum) deep test pit must be dug within 25’ of the proposed septic drainfield, as well as at least 100’ away from any body of water. This can be done by the individual or a certified installer.
- b. During the site visit, a soil analysis is conducted by a Registered Sanitarian, a licensed Professional Engineer or a licensed installer approved by the county. A water sample from the nearest well is also needed for the non-degradation analysis required by MT DEQ.

Water analysis lab	Location	Website
Bridger analytical lab	Four Corners	https://www.bridgeranalyticallab.com/
Alpine Analytical Laboratory	Helena	https://www.alpineanalytical.com/

*** Work may not begin on the installation of the septic system until a completed wastewater system application and applicable fee have been received, and a permit to construct has been issued from the sanitarian ***

Return completed checklist to Molly Carey at the Public Health Department:

Phone Number	Email	Address
(406) 225-4007	mcarey@jeffersoncounty-mt.gov	214 S. Main Boulder, MT 59632

If you have any questions about the process, contact:

Name	Phone Number	Email
Van Puckett, RS	(406) 596-8063	Van.swmtc@gmail.com
Zach Kozicky, RS	(406) 565-3144	Zach.swmtc@gmail.com
Delilah Puckett, SIT	(406) 925-1058	Delilah.swmtc@gmail.com