



**Date:**

**To Landowner:**

**Service or Mailing Address:**

**From: The Board of Directors; Bottle Bay Recreational Water & Sewer District**

It appears you may be starting construction on a new dwelling or adding additional living space to an existing dwelling. Or you've come to us for a sign-off on a Building Location Permit. If you're new to Bottle Bay, welcome neighbor! If you've owned your property for some time, then you probably know about us. We've been managing wastewater and protecting the bay since the 1970s. Our goal is to help you site and/or modify the septic facilities that will be connected to the District's sewer system. Our system is closely monitored by the Idaho Department of Environmental Quality (IDEQ) so compliance with our Rules is essential for you, for the District, and for all of us that care about the waters of Lake Pend Oreille.

**Bonner County's Building Location Permit (BLP).** If you require a District sign-off on a Building Location Permit, and you intend to connect to our sewer system, then **you must first apply to the Bottle Bay Recreational Water & Sewer District for a Sewer Permit.** After your Sewer Permit has been issued, then the District will sign-off on your BLP. The sooner you get us a complete application, the sooner you'll get your Sewer Permit and the sooner we can sign-off on your BLP.

**Sewer Permit Application.** You will find the Sewer Permit Application under Operating Rules & Regulations (Appendix B) on our district's website: [www.bottlebaydistrict.org](http://www.bottlebaydistrict.org). You may have your contractor fill it out and submit it, but the landowner is ultimately responsible to the District for submitting the application, and complying with the District's Residential System Requirements and its inspection regime.

**Inspection Deposit:** You are required by District Rules to provide a \$2,000.00 Inspection Deposit with your application and before beginning construction. It is referenced through our website in the Schedule of Rates & Fees (Appendix C) under Operating Rules & Regulations. All Fees, Charges and Fines are defined and listed. If all goes well and there are no additional fees or penalties, the inspections typically run a total of \$600.00 and the remainder of your deposit will be returned to you upon final inspection and Activation of Service. Also, an ACH authorization form is under the Forms website link if you would like the District to withdraw funds directly from your checking account.

**The District's Residential System Requirements (RSRs).** The Sewer System is engineered to perform with specific components installed at each residence. Each connection must comply with the Residential System Requirements (RSRs) for the specific location of your residence and special conditions may be required for some locations. The RSRs set out the requirements for septic tank/pump basin siting, equipment, installation, testing and inspection of your septic facilities. The RSRs and the requirements are also found on the District website: [www.bottlebaydistrict.org](http://www.bottlebaydistrict.org). Our Ordinances and Rules are also posted on the website. Particularly for new construction, it is essential that you consult with the District on septic tank siting before finalizing your plans. Non-compliance to the District's residential system requirements could result in schedule delays, fines, and extra expense.

**Our Licensed Operators, Bob Hansen and Brent Binnall** (Water Systems Mgt., Inc.) are eager to work with you and/or your contractor to ensure compliance with the RSRs and conduct the required inspections. Brent is your first point of contact: (909) 331-1777, [brent.binnall@gmail.com](mailto:brent.binnall@gmail.com). Rob Behrens is the designated Compliance Officer for the District's Board of Directors. He can assist in getting you through the permit process. Rob's email is [rsbehrens@gmail.com](mailto:rsbehrens@gmail.com).

**No BLP Requirement.** If your project does not require a Building Location Permit but you are intending to modify your existing sewer connection and/or materially change the site plan for your existing Sewer Permit (such as adding a bedroom to your house), you'll still need Sewer Permit before commencing ground-breaking or other modification activities.

Thank you for your attention and compliance with our permit process. When you're ready, please contact Brent Binnall for an initial meeting. Brent will be happy to meet on the property with you and/or your contractor at a mutually convenient time.