**APPLICATION**
- The City of Palo Alto requires **complete removal of septic tank. No abandonment in place rather than abandonment in place.** The reason for complete removal is that the tank will act as a bowl and retain water creating an area of super-saturated soil. Additionally, there may be future buildings on the site in the location of the septic tank and any improperly placed fill material would not be adequate to sustain loading from new structures. *Exceptions will be considered on a case by case basis per Soils Engineer recommendations.*

**PERMIT AND SUBMITTALS**
- Apply for a Building Permit at the Development Center.
- Submit scaled plot plan showing dimensions from septic tank perimeter to all structures and property lines. Submit two copies on minimum 8.5”x11” paper.
- As a standard, the contents of the septic tank must be pumped from the tank and removed to appropriate depository (San Jose/Santa Clara treatment plant on Zanker road). Pumping into the public sewer system or any other area in not acceptable.
- Drop off recycling tags (for septic tank) at the Development Center. C&D / recycling ordinance compliance shall be signed off by the CPA sustainability coordinator (Kristin Parineh 650-329-2189 kristin.parineh@cityofpaloalto.org) **prior to Final inspection**.
- A report from a California Licensed Geotechnical/Soils Engineer indicating complete removal of septic tank, plug or cap inlet and outlet pipes, and **proper compaction** shall be provided to CPA Inspector at **Final (inspection) approval**.

**REQURED CPA INSPECTIONS**
1. **Prior to Fill-in inspection:** Septic tank and related piping must be removed from job-site. **NO EXCEPTIONS.** Failure to have CPA Inspection prior to fill-in will result in a $253 re-inspection/investigation fee prior to approval of Final Inspection.
2. **Final inspection:** Verify CPA fill-in Inspection was signed off, copy of Soils Engineer compaction Report, C&D signed-off, properly graded/drainage, and job-site/street free of debris/dirt.

**CPA INSPECTION CHECKLIST**
- Verify tank contents of septic tank was properly removed (treatment plant receipt ok)
- Break down septic tank and remove all debris from job-site. Cap or plug inlet and outlet pipes.
- Fill tank area with **non expansive clean fill material** in 6” to 12” lifts and compact to 90%. **Broken concrete from tank shall not be used for backfill.**
- Finish grading will be inspected for proper drainage.

**NEW UTILITY SERVICE/SEWER CONNECTION REQUIREMENTS**
- Contact the City of Palo Alto Utilities Customer Service Center, (650) 329-2161 for new sewer service, turn on, turn off, starting or stop service, and/or for billing inquires.
- Contact Water-Gas-Wastewater Engineering, (650) 566-4501, to obtain information, approval, and connections fees for new sewer lateral.
- See [Sewer Replacement](#) guidelines
- If applicable see [Backwater Valve](#) guidelines