



280 S DECATUR BLVD, LAS VEGAS, NV 89107
 (702) 759-0660 | www.snhd.info

A GUIDE TO THE CERTIFICATION PROCESS FOR INDIVIDUAL SEWAGE DISPOSAL SYSTEMS (ISDS) AND/OR WATER SUPPLY WELLS

Inspection appointments cannot be made until the application is returned and payment is verified. Payment can be made in one of the following ways:

- In Person at the Southern Nevada Health District (SNHD) office located at 280 S Decatur Blvd. Counter hours are from 8AM - 3:30PM, Monday through Friday, and the counter is closed for lunch between 12:30am-1:30pm. Please schedule an appointment before coming in to ensure that staff is available for processing. Acceptable methods of payment include company checks, cashier's checks, money orders, and cash. Visa and MasterCard are only accepted if your government ID matches EXACTLY what is on the card. **Personal checks are not accepted.**
- The application can be returned by email. The invoice will be forwarded and payment can be made online at <http://snhd.info/eh/payment>. All major credit cards are accepted. Payments made online can be verified after 12 PM the following day or the payment confirmation can be forwarded to SNHD staff.

In the event that a loan is cancelled or an inspection is not approved, fees are **NON-REFUNDABLE.**

Certification Fees:

1 Certification - ISDS or Well	\$268.00
Certification for ISDS and Well (Both)	\$340.00
Reinspection	\$275.00
File Search Only ¹	\$100.00

¹ File Search can only be used when Final ISDS construction approval has been given within the last three (3) months

Once payment is verified, the inspection can usually be scheduled within two (2) business days. We **DO NOT** guarantee set inspection times; we can only offer a morning or afternoon appointment slot. Please refer to the inspection schedule below based on property location:

Certification Inspection Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Las Vegas	Good Springs	Apex	Cactus Springs	Boulder City
	Jean	Bunkerville	Calico Basin	Cal-Nev-Ari
	Mountain Springs	Coyote Springs	Cold Creek	Golden Valley
	Primm	Glendale	Corn Creek	Henderson
	Sandy Valley	Logandale	Indian Springs	Lake Mead
	Sloan	Mesquite	Kyle Canyon	Laughlin
		Moapa Valley	Lee Canyon	Nelson
		Overton	Mt. Charleston	Palm Gardens
			Rte. 157	Searchlight
			Trout Canyon	

**Please note that the Las Vegas area can be inspected any day if inspector's schedule permits



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ISDS Certification Preparation Requirements: The two-foot settlement compartment lid to the septic tank itself must be **removed** for the inspection. Unless there is a riser or manhole cover, excavation of the lid is necessary in order to remove the lid. The inspector will need to examine the inside of the septic tank as well as determining if the septic tank will need to be pumped. Please note that our inspector is not responsible for opening the lid for the inspection. It should be opened prior to his visit. If the lid is not open at the time of inspection, then a \$275.00 reinspection charge will assessed for any additional site visit.

Well Certification Preparation Requirements: If your inspection includes a private or community well certification, you will be required to order a water analysis (Domestic Water Analysis Panel) completed by a Nevada Certified Drinking Water Laboratory. This water analysis is separate from the inspector's site visit. We will require the original **CERTIFIED** results which typically have a raised seal on them to verify that the report is an original. The cost of water analysis is **NOT** included in the certification fees, the requestor can inquiry with any certified laboratory as to the cost of the water analysis. A list of state certified laboratories can be found at the following website: <https://ndep.nv.gov/water/lab-certification/drinking-water-testing>

List of Local Laboratories

ATL Inc.	(702) 307-3248
EFFEX Analytical Services	(702) 367-1187
Western Environmental Testing	(702) 475-8899
Silver State Analytical Laboratories	(702) 873-4478

A copy of the well driller's log is required for completion of the certification. If a copy is not already on file with SNHD, then you must supply us with a copy. If you do not have a copy, one can be obtained from: <http://water.nv.gov/welllogquery.aspx>

Nevada State Division of Water Resources
400 Shadow Lane, Suite 201
Las Vegas, NV 89106
(702) 486-2770
<http://water.nv.gov/>

***Wells must be in good standing with the Nevada State Division of Water Resources to receive certification.*

Access: Nobody is required to be present at the inspection but the inspector must have access to the property for septic and/or well, whether community or private. Coordinate and arrange this in advance so these areas are not locked. If any animals are present, the inspector will not attempt entry either. If our inspector does not have access, then a reinspection fee of \$275.00 will be charged. Please provide a contact name and phone number in the event the inspector has any questions.

Release of Certification: The certification will be released for pickup or emailed once all required documentation is received and SNHD has proof that any issues notated at the inspection have been resolved. Once all the necessary paperwork has been provided, the certification is usually completed within 24 hours.



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ISDS CERTIFICATION APPLICATION

REQUESTOR INFORMATION				
Requestor Name:		Requestor Title:		
Phone:	Fax:		Email:	
Certifications Requested: (check all that are applicable)	Septic System:		Well:	
Reason for Request:	Buying:	Selling:	Refinance:	
PROPERTY INFORMATION				
Owner:				
Property Address:				
City:	State:		ZIP Code:	
APN:	Lot Size (ac):	# of Bedrooms:	# of Bath:	
Water Supply:	Public Water:	Community Well:	Domestic Well:	
			<u>YES</u>	<u>NO</u>
Does the property have a garbage disposal installed?				
Does the property have a basement?				
Does the property have a large attic space that can be converted to additional bedrooms?				
WELL INFORMATION		(TO BE COMPLETED IF WATER SUPPLY IS A WELL)		
NV Division of Water Resources Well Log #:		NV Division of Water Resources Water Permit #: (Community Wells Only)		
Well Location:		(TO BE COMPLETED IF REQUESTING WELL CERTIFICATION)		
Please describe and /or submit photos showing the location of the well head (include APN and / or address if not on subject parcel) :				
ISDS INFORMATION		(TO BE COMPLETED IF REQUESTING SEPTIC CERTIFICATION)		
			<u>YES</u>	<u>NO</u>
Was the ISDS / septic system constructed (final approval given) within the last 3 months?				
Was the ISDS / septic system pumped within the last year?				
IF YES, Provide Company & Date				
Do you have a company coming to pump the septic tank?				
If you answered YES to any of the above questions, submit supporting documents.				
INSPECTION INFORMATION:				
Anything the field inspector needs to be aware of: (i.e. Gates / Guards / Pets / Limited Access)				

FOR OFFICE USE ONLY:

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ISDS CERTIFICATION APPLICATION

INSPECTION CONTACT:		
Name:	Phone Number:	
AGREEMENT		
1. Applications can be submitted in person at 333 N Rancho Dr, Suite 450, Las Vegas, NV 89106 or emailed. 2. All fees must be paid prior to scheduling a field inspection. Fees are not refundable even if a certification fails. 3. Attendance of the field inspection is optional and an exact inspection time cannot be guaranteed. 4. If the inspector is NOT able to access the ISDS and /or well head on the scheduled inspection date, a reinspection fee of \$275 will be assessed for another site visit. 5. Any compliance issues found as a result of the loan certification will need to be addressed by the current or future owner and failure to address the issues may result in referral to ISDS Plan Review for further action. 6. I've read the attached document: <u>A GUIDE TO THE CERTIFICATION PROCESS FOR SEPTIC SYSTEMS AND/OR WATER SUPPLY WELLS.</u>		
SIGNATURE	PRINT NAME	DATE

FOR OFFICE USE ONLY:			
NVDWR COMMENTS:			
ORIGINAL WATER ANALYSIS RECEIVED:	YES	NO	N/A
PUMPING RECEIPT RECEIVED:	YES	NO	N/A
INSPECTION DATE:			
CERTIFICATION RESULT (circle one):	COMPLIANT	NON COMPLIANT	
DATE COMPLETED:	PR REFERRAL DATE:		
NOTIFIED:			
RELEASED TO:			