



## Property Transfer Inspections

Prior to the transfer of a property which has an existing on-site liquid waste system the current system owner must have the system inspected and evaluated by an inspector utilizing a department approved form. (NM Liquid Waste Regulations 20.7.3.902(E))

**STEP 1: Permit Search** Your first step is to determine whether or not your on-site system has an existing liquid waste system. Please see the information below on how to find your permit. Whether or not you have a permitted system or an unpermitted system will determine the next step in the process.

### How to Find an Existing Permit for your On-Site Liquid Waste System

The New Mexico Environment Department has a Liquid Waste Database which has information on permits dating back to the 1970s. There are two options in searching for your permit:

#### Option 1: Search the Database Yourself

You can access the database by going to the New Mexico Environment Department's Liquid Waste website at [www.nmenv.state.us/fod/LiquidWaste/dbasegateway.html](http://www.nmenv.state.us/fod/LiquidWaste/dbasegateway.html)

#### Option 2: Submit a "Request for Liquid Waste Permit Search" Form to NMED

You can also fill out a "Request for Liquid Waste Permit Search" Form and submit it to your local Field Office. This search may take up to 5 business days to complete. Call your local field office to obtain a copy of this form.



### Database Search Tips

- Enter only a few data fields at a time
- Enter only data fields that you are pretty certain about
- Scroll through the options that the database displays

### If You Found a Liquid Waste Permit for Your System

If your system has a Liquid Waste Permit you will need to contact a Liquid Waste Contractor ( who holds an appropriate license by the Construction Industries Division (CID)) a Professional Engineer or a NAWT Certified Inspector. The acceptable license classifications for a liquid waste contractor are MM-1, MM-98, MS-1 and MS-3. You may also contact an inspector who is certified by the National Association of Wastewater Transporters (NAWT). You can find a list of NAWT certified inspectors at NAWT.org.

The inspector will need to inspect and evaluate your existing septic system to determine whether it is functioning properly, whether it is properly sized for your existing residence and whether it meets all requirements of the Liquid Waste Regulations. Your inspector will complete an NMED "Onsite Wastewater System Evaluation Form" and submit this to the local NMED Field Office. An NMED Environmentalist will review the evaluation form and determine if it is acceptable, unacceptable or if repairs or modifications are required for your system. The Onsite Wastewater System Evaluation Form shall be valid for 180 days from signature by NMED staff.



## If you Did Not Find a Liquid Waste Permit (Unpermitted Systems)

If you did not find a permit for your existing liquid waste system you will need to apply for a **Certificate of Registration** for continued operation of your system. This inspection must be conducted by an NMED Environmentalist. You will need to complete the first page of the **"Unpermitted Onsite Wastewater System Inspection and Evaluation Form"** and submit all of the information listed in the table below to your local Field Office. This information must be submitted to your local Field Office **before** an on-site inspection is scheduled by an NMED Environmentalist.

### Submittal Requirements for a Certificate of Registration Application

√	<b>Unpermitted Onsite Wastewater System Inspection and Evaluation Form</b> (first page)
√	<b>Application for a Liquid Waste Permit or Registration</b> ( Owner information, system location and Sections I, II And III of the application must be filled out completely and Section VI must be signed by the homeowner or the agent acting for the homeowner)
√	<b>Proof of Lot Ownership</b> (Warranty Deed or Tax ID statement)
√	<b>Proof of Lot Size and property boundaries</b> (surveyed plat and tax assessors statement)
√	<b>Site Plan Drawing</b> (clearly drawn, showing all structures, property lines, system components, wells, waterways and setback distances. <i>See Site Plan Submittal Checklist</i> )
√	<b>Floor Plan Drawing</b> ( a sketch clearly identifying all bedrooms in each structure including guest houses and out-buildings)

Once all submittal requirements are met, the NMED Environmentalist will review the application for completeness and they will communicate with the homeowner or their agent to set up an inspection. The homeowner is responsible to have the entire top of the septic tank uncovered along with 2 feet exposing both the inlet and outlet pipes to the tank. The homeowner is also responsible for having the tank pumped by a septage pumper while the NMED Environmentalist is present. The NMED Environmentalist will inspect the system to determine whether it is functioning properly and whether it meets the Liquid Waste Regulations that were in effect at the time of installation.



### Homeowner Responsibilities

- **For contracting services and costs to uncover and pump the septic tank.** The entire top of the tank and the inlet and outlet pipes within 2 feet of the tank must be fully exposed prior to the inspection
- Additional work may be requested by NMED during the inspection. This includes removing septic tank lids, providing a hose and water for a water acceptance test for the disposal field, and exposing portions of the field to verify its materials and construction

**For comments, feedback and suggestions on this publication please contact Jim Vincent at [James.Vincent@state.nm.us](mailto:James.Vincent@state.nm.us)**