



## INSTRUCTIONS TO ACQUIRE A SEPTAGE COLLECTION PERMIT

Applicable codes: Chapter 873, Article VIII, Sections 873.723, 873.734 and 873.735 of the Laws of Westchester County, NY

The following list serves as the minimum requirements when requesting septage (i.e., septage, sewage sludge, other sludge and/or other waste liquid) collection permit pursuant to the above provisions.

1. A completed Application for Septage Collection Permit signed and notarized.
2. A two year application fee of **\$240.00/vehicle** is required. Please make check payable to the Westchester County Health Department.
3. If the firm is a corporation, the attached Certificate of Resolution should be completed, signed and notarized. Form can be found on our website.  
([http://health.westchestergov.com/images/stories/pdfs/CertificateResolution\\_2010.pdf](http://health.westchestergov.com/images/stories/pdfs/CertificateResolution_2010.pdf))
4. **Proof of Worker's Compensation and Disability Benefits Insurance (forms C-105.2 and DB-120.1) must be submitted to this Department. These forms can be obtained from your private insurance carrier as in the past. ACORD forms are no longer acceptable as proof of insurance. If such insurance coverage is not required, Form CE-200 must be completed (<http://www.wcb.ny.gov>) for instructions, print and return with your application.**
5. Copy of a valid Waste Transporter Permit from the New York State Department of Environmental Conservation.
6. **A letter from the owner of the listed disposal facility(s), other than the Hawthorne Manhole, permitting you to dispose of offensive material indicated on the permit at their facility.**

For further information contact:

Patricia Tornello-Adams at (914) 864-7360

The completed application shall be returned to

Westchester County Department of Health  
25 Moore Ave  
Mt. Kisco, NY 10549  
Attn: Patricia Tornello-Adams