

# [Steps to alternative septic system installation](#)

## Call local Virginia Department of Health Office:

- <https://www.vdh.virginia.gov/health-department-locator/>
- Type in your zip code and click enter to get phone number,
- When you call, ask if they have soils work for the site in question.

## Have Soils Tested

- VDH may have them on file.
- If not you will need a Private AOSE (Authorized On-Site Soils Evaluator)/ Soils Scientist  
Example: Brad Williams AOSE, 540-578-3260

## If soil does not perk:

- Call Blackwell Engineering for Alternate Design: A Work Agreement will be emailed to you via PandaDoc (secure signature) and must be signed and returned to our office for us to start any work.
- Go to VDH Office and submit application and pay fee. If Blackwell Engineering is contracted by you, they can file the application and pay fee at the cost of the application fee. THIS IS EXTRA to the signed agreement.
- An initial site visit, by AOSE/Engineer: must have signed work agreement to do this step.
- Engineer will then submit complete design to VDH. After approval, VDH will mail you a copy of the approved Design Manual along with your Construction Permit.
- Obtain a LICENSEND Alternative Septic Contractor (list available)
- **There MUST be a pre-construction meeting, between contractor and AOSE/Engineer, before any construction!**
- Contractor installs system and is responsible for calling and setting up an onsite meeting with the AOSE/Engineer and VDH inspector for a Start-Up of the system.
- Completion Statement will be sent to the VDH, once bill is paid in full to Blackwell Engineering.
- Obtain Occupancy Permit (**must have completion statement to obtain this**)

DPOR Licensed Installers and Operators:

<http://www.dpor.virginia.gov/Boards/WWWOSSP/>

Henshaw, Trisha [804-367-0389](tel:804-367-0389)

[TRISHA.HENSHAW@DPOR.VIRGINIA.GOV](mailto:TRISHA.HENSHAW@DPOR.VIRGINIA.GOV)

VDH List of Installers and Operators:

[See link to spreadsheets](#)

VDH Contact for Website / Installers and Operators:

Bowles, James H  
[1900 Thomson Drive](#)  
[Lynchburg, VA 24505](#)  
[Jim.Bowles@vdh.virginia.gov](mailto:Jim.Bowles@vdh.virginia.gov)  
[434-947-2470](tel:434-947-2470)