

Guide for On-site Sewage System Notice on Title (OSSM)

Why is a Notice on Title (OSSM) necessary?

According to section 13.56.054 of the Code of the King County Board of Health, owner(s) of real property served by the septic system(s) are required to record a notice on title to the property describing the responsibilities of the owner(s) for the operation and maintenance of the septic system.

- A) **New Systems:** The owner shall record a notice on title with the King County Records and Elections Division. This notice shall include all of the owner's responsibilities described in Section 13.60.005 of this title.
- B) **Existing Systems:**
 - 1. **Seller:** Prior to sale or transfer of property ownership, if the building is served by an OSS and the notice of title required by this section has not been recorded, then the owner shall record the notice as set forth in section 13.56.054A. At the time of sale, the seller shall obtain the buyer's signature acknowledging receipt of a copy of this recorded notice.
 - 2. At the time a building is **remodeled or expanded**, if it is not connected to public sewer and the notice on title required by this section has not been recorded, then the owner shall record the notice as set forth in Section 13.56.054A.

What do I need to do to comply?

Fill out a **Recording Cover Sheet** and a **Notice of On-Site Sewage System Operation and Maintenance Requirements (OSSM)** and have your signature(s) notarized.

How do I record the completed Notice?

Record the **Cover Sheet** and **OSSM** in person at the King County Recorder's Office or by mail:

King Street Center, 201 S. Jackson St, Suite 204, Seattle WA 98104

Monday - Friday, 9 am - 2 pm

(206) 477-6620, <https://kingcounty.gov/depts/records-licensing/recorders-office.aspx>

A few weeks after you have recorded the OSSM, the Recorder's Office will mail back to you the original document with the recording number printed on it. Be sure that the Recorder's Office has received your mailing address.

What do I do with my copy of the recorded OSSM?

- 1. Keep the original copy for your records.
- 2. **If the recording is being made for a newly installed on-site sewage system**, as required by
 - a. 13.56.054 (A), give sufficient copies of the recorded OSSM to your on-site sewage system designer so he/she may include one with the as-built documents that are submitted to the Health Department for approval.
- 3. **If the recording is made for an existing on-site system at the time of property sale**, as required by 13.56.054 (B.1), give a copy of the recorded OSSM to the buyer before the property is sold or transferred and have the buyer acknowledge in writing receiving a copy.
- 4. **If the recording is made for an existing on-site sewage system at the time of remodeling or expanding an existing building**, as required by 13.56.054 (B.2), submit a copy of the recorded OSSM along with a copy of the building alteration proposal to the Health Department before you or your contractor obtain a building permit from the building department.

Questions? Contact the Septic Program at (206) 477-8050.