



Aitkin County Environmental Services – Planning & Zoning

307 2nd Street NW, Room 219

Aitkin, MN 56431

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April 16, 2024

RE: Operating Permit Transfer App

Operating Permit # 806

Parcel # 10-0-035602

IBA PROPERTIES LLC
34727 363RD PL
AITKIN MN 56431

Dear Residents:

Our office received notice that the above-referenced parcel has transferred ownership this year. A non-standard/performance septic system exists at this parcel, which is on an operating permit to ensure proper monitoring and maintenance of the system. To transfer the operating permit into your name please complete the enclosed Operating Permit Transfer Application and include a signed maintenance contract by a licensed Service Provider. Enclosed is the current Operating Permit for your septic system and the Transfer Application. Please review this permit thoroughly, become acquainted with the monitoring, maintenance, and renewal requirements, then complete and send the application to our office to transfer the operating permit into your name.

The permittee is responsible for privately hiring and contracting with a licensed Service Provider to ensure proper monitoring and maintenance of the septic system. Their cost of service is in addition to the operating permit renewal fee. You may use the enclosed contract form or one from the service provider if it contains the same information. Please return a signed contract with the transfer application.

One provision often overlooked by the landowner is the State of Minnesota requires that a water meter, event counter, or other flow-measuring device be installed on the system and the readings be recorded on a monthly basis. Refer to your service provider whether it is the owner or the service provider who is responsible for monitoring and recording the flow readings.

Before the permit expiration date, our office will send you a reminder notice to renew the operating permit. This reminder notice will ask that you provide the following:

- 1) Maintenance & Monitoring Records by the Service Provider
- 2) Log of Monthly Flow Readings
- 3) Renewal Application and Fee

If you have any questions about the operating permit or renewal requirements, please contact our office at the number listed below or email aitkinpz@co.aitkin.mn.us

Thank you,

Shannon Wiebusch
Aitkin County Planning & Zoning
218-927-7342