

CASS COUNTY HEALTH DEPARTMENT

2025 ONSITE SEPTIC SYSTEM APPLICATION

INSTRUCTIONS: All items shall be completed by the property owner or their authorized representative. This application shall be considered pending until **ALL** of the required paperwork has been submitted and signed by the property owner. Completion of this application does not guarantee the issuance of an On-Site Sewage System Permit.

1. Property Owner: _____ Date: _____

2. Address: _____ City: _____ St: _____ Zip: _____

Telephone# ____/____/____ Email Address: _____

3. Location and Address of actual Site: **Only If Different from above:**

Address: _____ Township: _____

Town: _____ Parcel Number: (if known) _____

4. Directions to Site from Health Dept. if needed: (non-addressed properties)

11. Applicants Name (if different than property owner): _____

12. Address: _____ City: _____ St: _____ Zip: _____

Telephone #: _____ Email Address _____ Date: _____

Check One) New Repair or Replacement OSS Connecting to an Existing OSS

5. Permit Type: *Check One* 1 or 2 Family Dwelling Commercial Apartment / Multiple Family
 Check One New OSS Repair or Replacement OSS Connecting to an Existing OSS

6. Water Supply: *Check One* Proposed Well Existing Well Public Water Source

7. Basement or Garage with Water hookups (*Circle One or Both, if there is one or will be one installed*) Yes No

8. Garbage Disposal or Water Softener: (*Circle One or Both, if there is one or will be one installed*) Yes No

9. Multi-head Shower or Large Bathtub (*Circle One or Both, if there is one or will be one installed*) Yes No

10. Number of Bedrooms and/or Bedroom Equivalents (*Existing or Proposed*): _____

The property owner and/or his/her agent certifies that to his/her knowledge all of the above information is correct, and the system will be installed as approved in compliance with ISDH Rule 410 IAC 6-8.3 and Cass County Ordinance 2009-03. The property owner and/or his/her agent must understand that the Health Department has 45 days to issue or deny a permit in accordance with IC 16-41-25-1.

By signing above, you have agreed to the OSS Completion Agreement which is on the back of this page.

New Construction \$150. Residential Replacement \$100. Residential Repair \$50. New Commercial \$250.

Signature of Owner/Agent: _____ **Date:** _____

Printed Name: _____

DO NOT WRITE Below this line. Will be completed by Cass County Health Department Only:

Office Use Only: Permit Fee Paid Yes No **Receipt#:** _____ **Initials:** _____

13. Soil Evaluation Completed: *Check One* Yes No

14. Soil Scientist Name: _____ # _____

15. Commercial Use Only:

Use of Structure: _____ # of Employees: _____

OSS Completion Agreement

Because the health department inspectors will frequently conduct inspections during the installation of residential Onsite Sewage Systems (OSS) prior to their completion, it is important to determine that systems be completely finished prior to their use. This includes adding the final cover of soil, grass seed, etc.

Since the Permit is issued to the homeowner, it is their responsibility that all steps listed below are completed. Failure to do so can be construed as a violation of the applicable ordinance and owners may be subject to fines.

Here are the steps of the process to be completed by either the contractor or homeowner:

Homeowners Installation Check

1. Your Soil Absorption System site is to be protected before and after construction to prevent compaction or damage to any part of entire system. Septic Tank, D-box, & Soil Absorption area. Including a Dose tank if your system has one.
2. All Surface water shall drain away from system, (Eves, Sump Pumps) Perimeter drain is connected and free flowing properly.
3. Final "12" inches to 36 inches of soil cover is installed properly (soil should have slight crowned top and maintained with an approved vegetative cover. Soil removal of less than twelve inches is prohibited.
4. Onsite area is to not be driven or parked on. Not recommended for trees or shrubbery.
5. Onsite Septic Tanks are recommended to pumped and cleaned out approx. every 3 to 5 years. Outlet Filters need cleaned every year or sooner if needed.

IMPORTANT: The homeowner shall assure that these items are completed and maintained. The homeowner also agrees not to place any structures whatsoever on top of, or downslope from, the absorption field within a distance equal to half the system's width.

Homeowner's OSS Check List

How to Obtain Approval for a Residential Onsite Septic System (OSS)

These steps must be completed before a Permit can be issued.

Obtain a Homeowners Checklist, an Onsite Septic System (OSS) *Application*, and a **Registered Indiana Soil Scientist List**, with the **Cass County Certified Installers list**. (From the Cass County Health Department).

Fill out the application, sign, and return to the health department. Please, answer all questions, sign and date. (Ensure there are directions and details to the property and where the property owner is planning on building).

Contract a Soil Scientist to prepare a soil evaluation (*soil profile analysis*). Please, choose from this list of registered soil scientists and set an appointment date. If possible plan to meet with the soil scientist at the site. Please, have the Soil Scientist notify the Health Department of the appointment details. Keep in mind systems need to be 50 feet from wells and ponds, 25 feet from Creeks and 5 feet from property lines. Soil borings need to be done in the area where the system will be located. (811 Must be notified and have completed the flagging).

The health department will evaluate the soil scientist's report and issues an Onsite System *Minimum Design Specifications*. (This may take at least ten working days for this step of the process after the soil report is received).

Property owners may present the "Onsite System Minimum Design Specification" sheet to any Cass County *Certified* Installer, for a design and price/bid. Once the property owner has selected their installer of choice, the installer will present the design to the department for approval. It will need to meet or exceed the minimum specifications. When the department approves the design and drawing, it can be permitted. Then and only then can the property owner receive a Building Permit and construction can begin.

Either the homeowner or contractor will pay the permit fee. (Permits are not valid unless the fee is paid.)

The installer should notify the health department prior to the beginning of breaking ground and notify at the end of completion of the system installation. This is required so that an inspection may be scheduled and completed. Notification is prior to covering of the system. Installer must be able to show correct elevation shots, from the tank inlet to the trench ends.

, The health department conducts a final inspection of all system components prior to covering, and may order corrections, then grants final approval of the system. Even though the inspection may be conducted during installation, the homeowner is responsible for assuring that the installation is completed according to code, 410-IAC- 6.8.3 and all Local ordinances including the final soil cover of at least 12 inches. Landscape, planting appropriate vegetation and maintaining the area where the system is located.

2025 Indiana's Registered Soil Scientists

ANY Indiana registered soil scientist may perform your onsite soil survey. The following list shows the Soil Science consultants that have expressed interest in working in Cass County. A complete list of the Indiana Registered Soil Scientists is available at <http://www.isco.purdue.edu/irss>

Consultant Name:	Company Name:	City:	Phone Number:
Gary Hudson	GSH Soil Consulting	Peru	1-765-863-0431
Tom Ziegler	Ziegler Soil Consulting	Lafayette	1-800-621-4400
Mark McClain	Soils 1	Fishers	1-765-212-7645
Joann Mosler	Mosler Soil Consulting	Monon	1-866-253-8491
Larry Hubler	Environmental Soil Consultants, INC.	Union Mills	1-800-477-0275
Tom Adams	Adams Environmental	Anderson	1-765-609-7810
Sarah Bolinger	Sarah Bolinger Soils	N Manchester	1-317-385-4911

2025 Certified Onsite Septic System Installers in Cass County

This is a list of the certified OSS (onsite sewage system) professionals approved by the Cass County Health Department for 2020. This list is provided as a convenience in selecting an installer. Only installers on this list may legally construct, install, replace, alter, or repair any part of an Onsite Septic System in Cass County accordance with ISDH Rule 410 IAC 6-8.3 and applicable Cass County Ordinance #-2009-03

Installer Name:	Company Name:	City:	Phone Number:	
Brad Sparks	B & S Excavating	Walton	574-721-7745	
Evan Hylton	Septic Installation & Pumping	Logansport	765-860-1091	
Brady Saylor	AAA Concrete and Excavating	Logansport	765-469-1434	
Brian Sparks	Sparks Excavating	Lewisburg	574-721-0371	
Joseph Pear	Pear's Septic & Mounds	Logansport	574-721-9309	
Mark Cable	Cable Excavating	Bringinghurst	765-202-3189	
Wilbur Herschberger	Herschberger Excavating	Peru	765-480-9627	
Darrell Deeds	Darrell Deeds Excavating	Deedsville	260-568-0083	
Garrick Lease	Lease Excavating & Hauling	Rochester	574-835-3871	
Dick Blazer	Blazer Farms	Kokomo	765-453-5615	
Nathan Key	Key Excavating	Kokomo	765-860-1898	
Galen Miller	Miller & Son, Inc.	Amboy	765-860-1737	
Brock Smith	Alliance Excavating & Demo	Russiaville	765-883-1172	

CASS COUNTY

1616 Smith Street
(574)-753-7760 Fax (574)-753-7039
Logansport, IN 46947



HEALTH DEPARTMENT

Dr. Dori A. Ditty M.D.
Cass County Health Officer

Connecting to an Existing Onsite Sewage System Record Search

It is the responsibility of the applicant to supply **sufficient proof** that a proper on-site sewage system which meets the requirements of Cass County Ordinance 2009-03 and 410 IAC 6-8.3 exists prior to connection. Cass County Ordinance 2009-03 states in part:

- A. *Connection to an existing soil absorption field may be permitted if the following conditions are met:*
 - 1. *The connection will not exceed the design daily flow based on the written site evaluation report and the sizing requirements of 410 IAC 6-8.3 and the Technical Specification.*
 - 2. *The existing OSS is not in failure or has not exhibited signs of OSS failure.*
 - 3. *The applicant has possession of a record of the OSS permit that shows all dimensions, and records of a final inspection conducted by the Cass County Health Department documenting that the conditions of the OSS permit have been met.*
 - 4. *If the existing OSS shall fail, there is sufficient space for an appropriately sized and designed OSS replacement, based on a written site evaluation report and sizing requirements of 410 IAC 6-8.3 and the Technical Specifications. The property owner must submit an application, soil evaluation, and system design that show sufficient space for a replacement system prior to permitting.*
 - 5. *In the event that a system enlargement is proposed, the enlargement must bring the existing system into compliance with the minimum standards of 410 IAC 6-8.3, 410 IAC 6-10, and this ordinance.*

Please complete **ALL** of the information:

Name (person requesting approval): _____ Date: _____

Reason for Request: _____

Address _____ Phone # _____

Property owner (at time of OSS install): _____

Property location: _____

Approximate date of installation: _____ Original installer: _____

Existing system location: _____

Signature: _____

Print Name: _____ Date _____

CASS COUNTY

1616 Smith Street
Logansport, IN 46947
(574) 753-7763



HEALTH DEPARTMENT

Cass County Health Officer
Dr. Dori A. Ditty M.D.
Fax 574-753-7309

Tank Inspection Form

This form is to certify an existing septic tank meets the requirements of ISHD Rule 410 6-8.3 Sec. 59. Please complete the following information after pumping the tank and conducting a visual inspection.

Company Name: _____

Signature of Service Operator: _____ Answer to the best of your ability---

Date of Inspection: _____ / _____ / _____

Property Owner: _____

Phone Number: _____ / _____ / _____ Alt# _____ / _____ / _____

Location of tank Address: _____

Approximate Tank Capacity _____ Gal. (*below water line*). (Amount Pumped)

Max Water Depth in any compartment = 30 in. Yes No

Max Depth of water 6 ½ ft. or less Yes No

Proper Inlet Baffle Present Yes No

Proper Outlet Baffle Present Yes No

Access Manholes at least 18" in Diameter Yes No

Inspection access for inlet and outlet baffles Yes No

Construction material Concrete Plastic Other: _____

Tank appears to be level Yes No

Tank appears to be watertight Yes No

Coated from corrosion Yes No

Overall condition of tank: _____ Acceptable Unacceptable

Risers to surface, Unbroken, Lids are present, watertight, and secure. Yes No

Risers with Child Proof insert are present and secure. Yes No

Risers to surface, Unbroken, Lids are present, watertight, and secure. Yes No

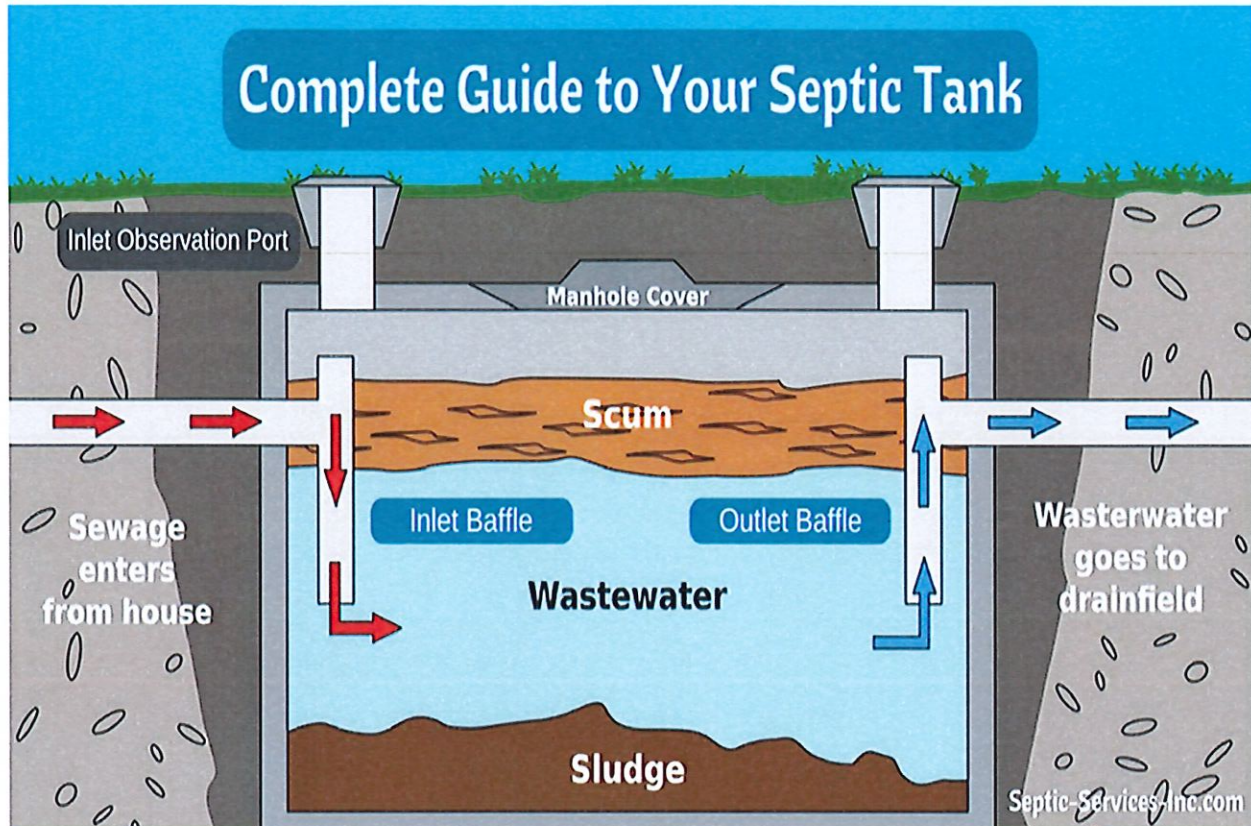
Outlet Filter is Present, Clean, Secure and Functioning as Designed. Yes No

Outlet Filter Needs Added or Replaced

Modifications needed for compliance with **ISDH Rule 410 IAC 6-8.3:**

Other comments _____

The Cass County Health Department will make the determination, with best judgment, if	
this tank complies with ISDH Rule 410 6-8.3 Sec 37-39.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Date, _____
Signature of CCHD Rep: _____	



Why Maintain Your Septic System?

Regular maintenance fees of \$250 to \$500 every three to seven years is a bargain compared to the cost of repairing or replacing a malfunctioning system, which can cost between \$5,000 and \$12,000 for a conventional system. Alternative systems can cost even more. The frequency of pumping required for each system depends on how many people live in the home and the size of the system. Your goal is to "NOT" have more than 40% solids/sludge in your tank. At those levels the sludge stays unsettled and suspended, allowing small amounts to travel out thru the "D" box and filter into the Soil absorption field causing it to shorten the life expectancy of the onsite septic system as a unit. Consistently regular pumping and inspections with yearly filter cleaning will add years to the life of your system. An unusable septic system or one in disrepair will lower your property value, and potentially can pose a costly legal liability. Please protect, our State's ground and surface waters. Insufficiently treated sewage from septic systems can cause groundwater contamination, which can spread disease in humans and animals. Improperly treated sewage poses the risk of contaminating nearby surface waters threatening swimmers with various infectious diseases, from eye and ear infections to acute gastrointestinal illness and hepatitis.

Household wastewater contains disease causing bacteria and viruses and high levels of nitrogen and phosphorus. If an onsite septic system is well-maintained and working properly, it will remove most of these pollutants. Wastewater Treatment Can Protect the Environment, Public Health, and Water Quality

More than four billion gallons of wastewater are dispersed below the ground's surface every day. Ground water contaminated by poorly or untreated household wastewater poses dangers to drinking

water and to the environment. Malfunctioning septic systems release bacteria, viruses, and chemicals toxic to local waterways. When these pollutants are released into the ground, they eventually enter streams, rivers, lakes, and more, harming local ecosystems by killing native plants, fish, and shellfish.

Finding your tank

Check with your Health Department, given the opportunity they may have a "Permitted Permit File" on your system, including drawings, soil reports and even inspection reports of the installation process.

Information they will need, your name and address and phone number. The property owner of the land whom had the home built or whom had the original system put in.

Ask a local septic company if they've pumped the tank before. If you have lived in the house for less than five years, but are unable to contact the previous owner, it's possible that they had the septic tank pumped but did not pass this information on to you. However, the local septic company may remember the tank's location.

Septic companies keep detailed records of where tanks are located, so if they've pumped the tank at your house before, they'll know exactly where it's located. Check with neighbors.

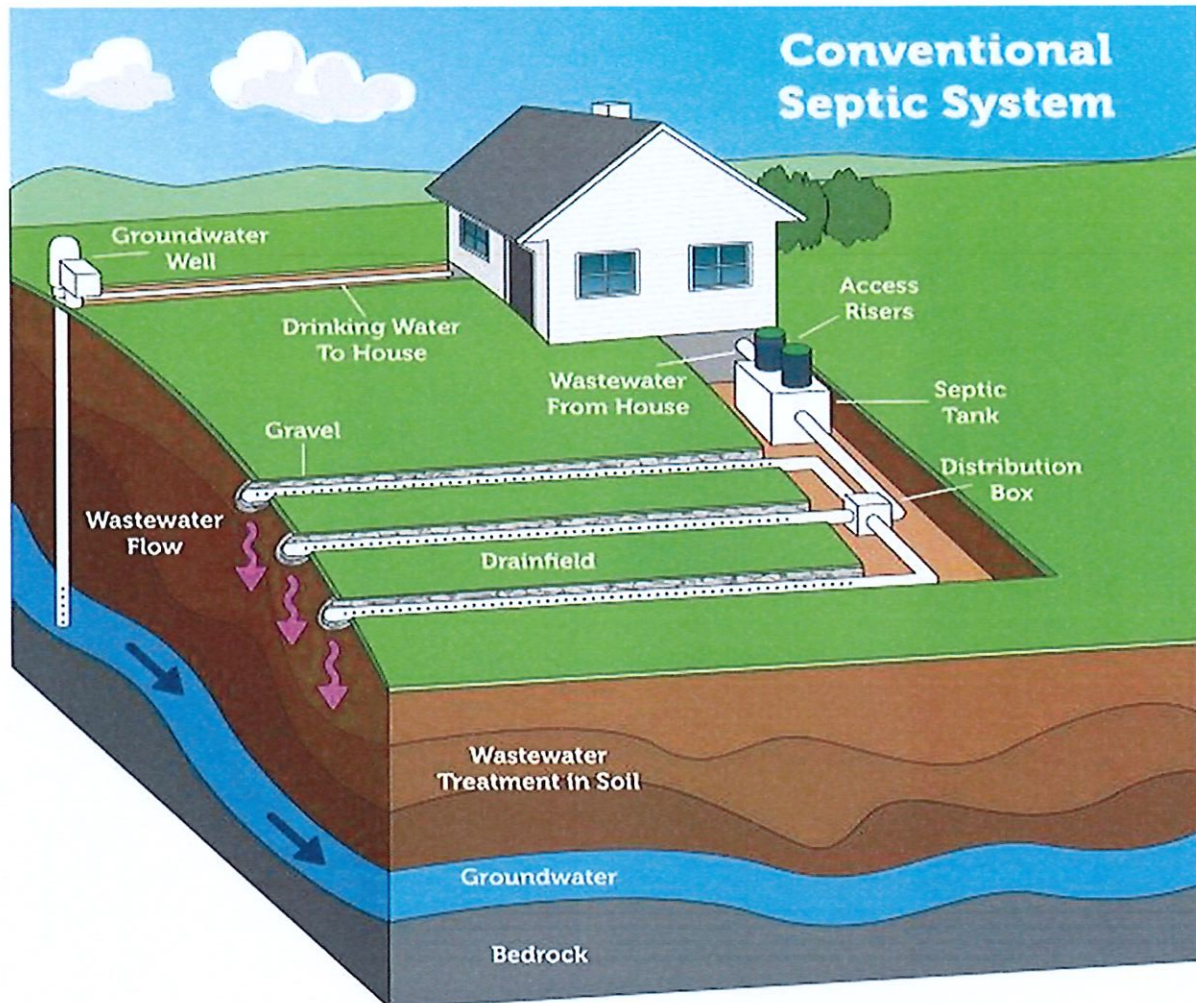
Cass County's State Certified Septic Tank Pumpers

Pauley's Sewer & Septic Pumping

907 Humphrey St,
Logansport, IN 46947
Phone: (574) 753-4274
Wayne

Neff's Septic Service & Pumping

1643 N County Road 50 E
Logansport, IN 46947
Phone: (574) 753-3122
Bobbie Neff



Please note: Septic systems vary. Diagram is not to scale.

Your septic tank will most certainly be installed out from the main drainage pipe where it exits your home. Look for the 4-inch cast iron or heavy PVC pipe exiting the crawl space or basement, and locate the same spot outside the home. Septic tanks are usually located between five to fifteen feet away from the home. As you follow the pipes leaving your house, you can use a thin probe which is also known as a soil probe.

You can keep probing every two feet in search of the septic tank. Since you followed the pipe there continue or the top of the tank about 2 feet and dig. This will be the Inlet. Then go to the other end a comeback 2 feet and dig, this will be the outlet. To do a good job of pumping out, you will need access to both openings. Now that you have gone through the trouble of locating your tank, digging up the lids, and adding risers, you should keep that area clear and visible, so you don't have to go through the same process next time you are due for septic tank maintenance.

How a typical - Residential Onsite Septic System works:

Your water enters the home from a well or public water line and all water leaves your home from one main drainage pipe into a Septic Tank or a Sanitary Sewer line. Your Onsite Septic System, must be maintained, it must have regular maintenance. daily and yearly. Whatever you put in your tank, stays in your tank until it is pumped out and cleaned. The idea that it is still a flush and forget world - is no longer allowed.

Daily, we need to pay attention

What are you putting into your system, Flushable wipes, Paint and/ or any Chemicals are not recommend. Soaps, bleaches, drain cleaners use as needed and of course limit fats, oils and greases.

The septic tank is a buried, water-tight container made of concrete, fiberglass, or polyethylene. Its job is to hold the wastewater long enough to allow solids to settle down to the bottom forming sludge, while the oil, grease and fats, float to the top creating a scum. Leaving only a "pretreated liquid" we call "effluent", the effluent travels through a T-shaped outlet and into a "Distribution box", which directs it to the "Soil Absorption Field". Commonly called the drain field, trenches, fingers or even the leachbed..

The soil absorption field is a shallow, covered, excavation made in unsaturated soil. Pretreated wastewater is discharged through piping onto porous surfaces that allow wastewater to filter through the soil. The soil accepts, treats, and disperses wastewater as it percolates through the soil, ultimately discharging to groundwater. As the effluent percolates into the soil, naturally removing harmful coliform bacteria, viruses and nutrients. Coliform bacteria are a group of bacteria predominantly inhabiting the intestines of humans or other warm-blooded animals. It is an indicator of human fecal contamination.

If the Soil Absorption Field is overloaded with too much liquid, it can flood, causing sewage to flow to the ground surface or create backups in toilets and sinks.