

FLOYD COUNTY HEALTH DEPARTMENT



1917 Bono Road
New Albany, Indiana 47150-4607
Telephone (812) 948-4726
Fax (812) 948-2208
www.floydcountyhealth.org

New Construction On-Site Sewage Disposal Permit

****REQUIRED STEPS CHECKLIST****

- Review “Requirements and Procedures for Obtaining an On-site Sewage Disposal Permit” document
- Obtain soil evaluation from registered soil scientist and ensure report is submitted to FCHD
- Submit “Application for New Construction On-Site Sewage Permit” and pay \$50.00 site survey fee
- Submit house plans to FCHD (PDF format preferred)—**must be submitted prior to issuance of Septic Permit**
- Licensed Septic Installer or Licensed Engineer has submitted site plan drawing to FCHD for approval
- Ensure all planned structures and utilities are marked on property (this includes but is not limited to the following:
 - Residence and other planned structures (i.e. Pole barn, shed, detached garage)
 - Water and electric lines
 - Geothermal well or private water well
 - Property lines
 - Swimming Pools (above-ground or in-ground [also include dimension of concrete])
 - Primary septic system and set-a-side area (if required)
- FCHD has conducted site survey inspection with your Licensed Septic Installer
- Pay for and pick up Septic Permit to submit to Building Department (if payment is submitted by mail, FCHD can email Septic Permit to property owner and Building Department)

****NOTE:** If primary septic system or set-a-side area are located within an utility easement, permission from the utility company will be required **prior to issuance of Septic Permit.**

****** If primary septic system or set-a-side area is located on a different parcel than the residence, the parcels must be deeded together or an easement granted for the area of the lateral field(s) **prior to issuance of Septic Permit.**

****All documents can be emailed to environmental@floydcounty.in.gov ****

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Requirements and Procedures for Obtaining an On-site Sewage Disposal Permit

1. A soil test must be conducted by a Registered Soil Scientist on the proposed lot, tract or acreage. A list of registered soil scientists can be obtained from FCHD or at www.floydcountyhealth.org.
2. The soil test report must be submitted to the FCHD (this is generally done by the soil scientist).
3. FCHD will provide the homeowner with a Minimum Design Specification Sheet, which specifies the minimum requirements for a septic system and set-a-side area (if applicable) for the property. ***THIS IS NOT AN APPROVAL.***
4. An Application for an On-site Sewage System must be filled out and the \$50.00 site survey fee paid. (Site Survey fee is waived for septic repair permits). **THIS FORM MUST BE SIGNED BY THE HOMEOWNER OR REPRESENTATIVE.** FCHD also requires a set of house plans (preferably a PDF set) prior to issuing the septic permit. If there is any discrepancy in number of bedrooms from the house plans to what is documented on the application **or** site survey, the septic permit **will not** be issued.
5. A licensed septic installer or engineer must submit a site plan drawing to our department for approval prior to scheduling a site survey inspection. The installer must mark off where the septic system will be installed and set-a-side area (if applicable). The house and any other planned construction (i.e. pole barn, swimming pool, deck, patio, geothermal system, etc) must be marked prior to the site survey or an additional site survey or site approval will be required. A list of licensed septic installers can be obtained from FCHD or at www.floydcountyhealth.org
6. After the site survey has been approved by our department, the homeowner or representative must come to the Department and pay for the septic permit(\$150.00 or \$250.00[mounds only]). The homeowner or representative can then take the septic permit to the Building Department to obtain their building permit. ****Please note the septic permit can now be emailed to the Building Department; therefore, if payment is mailed to our department, the homeowner or representative can obtain the septic permit by email.**

Please Note:

- If you change licensed septic installers, our office must be immediately contacted and another site survey fee of \$50.00 must be paid prior to scheduling another site survey inspection. If the change in licensed septic installers occurs after the septic permit is issued, this **will void** your septic permit until another site survey inspection is approved.
- If the position of the: house, any outbuildings, pools, absorption field, driveways, waterways, geothermal systems or any other elements that would affect placement or capacity of the septic system or set-aside area changes; you **must contact** our office to redesign the system. Depending on the changes an additional site survey may be required and a \$50 site survey fee will be charged. If a new site survey inspection is required, the septic permit will be **void** until another site survey inspection is approved.
- The absorption field and set-aside area must be protected from disturbance. No clearing of the absorption field or set-aside area may take place under wet-weather conditions.
- No deviation from the original design shall be implemented without prior approval from FCHD.

****Any Questions, please contact our office at 812-948-4726, option 2, option 1 or email environmental@floydcounty.in.gov.**

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APPLICATION FOR NEW CONSTRUCTION ON-SITE SEWAGE PERMIT

FEE FOR SITE SURVEY-\$50.00 (due upon application—non refundable) SITE SURVEY # _____
FEE FOR PERMIT (\$150.00 OR \$250.00[mound system only]) *due after site survey inspection*
PERMIT # _____ DATE PERMIT ISSUED: _____ SENT TO BLDG DEPT. _____

DATE: _____ PROPOSED SEPTIC INSTALLER: _____

APPLICANT: _____ PHONE #: _____

APPLICANT EMAIL: _____

PROPERTY OWNER: _____ PHONE: _____

OWNER EMAIL: _____

CURRENT MAILING ADDRESS: _____

PROPOSED PROPERTY LOCATION AND DESCRIPTION:

(CHECK ONE) RESIDENTIAL DUPLEX COMMERCIAL

PROPERTY LOCATION (STREET AND/OR NEAREST HOUSE#--INCLUDE ADDRESS IF KNOWN):

SUBDIVISION: _____ LOT#: _____ ACREAGE: _____ ACRES

WATER SOURCE (PUBLIC WATER SYSTEM OR PRIVATE WELL): _____

OF PROPOSED BEDROOMS: _____ # OF JETTED BATH TUBS (125 GAL. & OVER) _____

WATER SOFTENER? YES or NO ARE WELLS OR CISTERNS LOCATED ON PROPERTY? YES or NO

PROPOSED GRINDER PUMP? YES or NO PROPOSED GEOTHERMAL WELL(S)? YES or NO

PLUMBING OUTLET LOCATION: MAIN FLOOR OR BASEMENT

The undersigned applicant acknowledges and understands that the Floyd County Health Department may, at my request, proposed a design for a septic system and set-aside area based upon state and local statutes, ordinances, rules and regulations; this applicant acknowledges that, due to the variations in soil types, terrain, and other factors, it is not possible for the Department to propose a design for a system that will be failure proof; that the action by the Department in proposing a design at my request is not, and shall not be considered by the undersigned, as a guarantee that the system so designed and installed will perform as required by applicable state and local statute, rules, and regulations; that the undersigned accepts the responsibility and liability for the failure of the system installed pursuant to this permit and will indemnify and hold harmless the Department for any such failure; and, the applicant understands that due to conditions known or believed to pertain to the site of installation of the septic system, the Department may decline to propose a system design and require that the proposed system be designed by a Registered Professional Engineer*. The undersigned further acknowledges an understanding of all requirements and procedures for obtaining this permit as defined and set forth in the (FCHD form) Requirements and Procedures; does covenant and agree to conform to and abide by the same; and, does hereby expressly release the Department from any liability, cost, expense, charge, or damage to person or property, resulting from the failure of the septic system installed pursuant to this permit.

Applicant (print name): _____

Signature: _____ Date: _____