

How to Obtain a Residential Onsite Sewage System Permit

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Keep in mind each County Health Department may require more or less than another county health department. The following steps are the minimum required to obtain an onsite sewage system permit:

Step 1: SOIL EVALUATION

Contact an Indiana Registered Soil Scientist who works in the county of the proposed system to be installed (<https://www.oisc.purdue.edu/irss/index.html>)

- a. It is a good idea to contact the local health department to see if an Environmental Health Specialist is available to meet at the site during the time the soil scientist is at the site.
- b. It is also a good idea for the installer and/or the designer of the onsite sewage system to be at the site with the soil scientist and the health department.
- c. At least three soil borings should be taken within the area of the soil absorption field. Keep in mind that some health departments may require borings in an alternate location or they may require more than the minimum recommended by ISDH.

Step 2: ONSITE SEWAGE SYSTEM APPLICATION

Contact the local health department to determine what is required to be submitted with the application form. Typically the following should be submitted:

- a. Recorded copy of the deed showing the owner name and legal description (used to verify that all parts of the onsite sewage system is on the subject's property).
- b. Copy of the proposed floor plan for the dwelling that the system will serve (used to verify number of proposed bedrooms).
- c. Copy of the recorded subdivision plat (if the parcel is within a subdivision) or copy of the GIS map if not within a subdivision.
- d. Application fee varies with each county.

Step 3: A PLAN

Show the design of the proposed onsite sewage system based on the following:

- a. Soil report
- b. Number of bedrooms and bedroom equivalents (this would include any accessory buildings especially if those buildings will have plumbing).
- c. Minimum specifications issued from the Local Health Department based on the soil report.
- d. Flag the system (all components) at the site per the plan.

Check with the local health department to determine who is allowed to design the system. Some health departments require the design to be drawn by a Professional Registered Civil Engineer. Some health departments allow IOWPA Certified Installers to design the system.

Besides Rule 410 IAC 6-8.3 and the design manuals for sand lined systems, it is important to obtain a copy of the On-Site Sewage System Ordinance from the county where the system will be installed. Some counties have additional requirements that are stricter than the state rule. Working with the local health department will make the design and installation a smoother process.

