

**Indiana Department of Health (IDOH)  
Commercial On-Site Sewage System Submittal and Review Process**

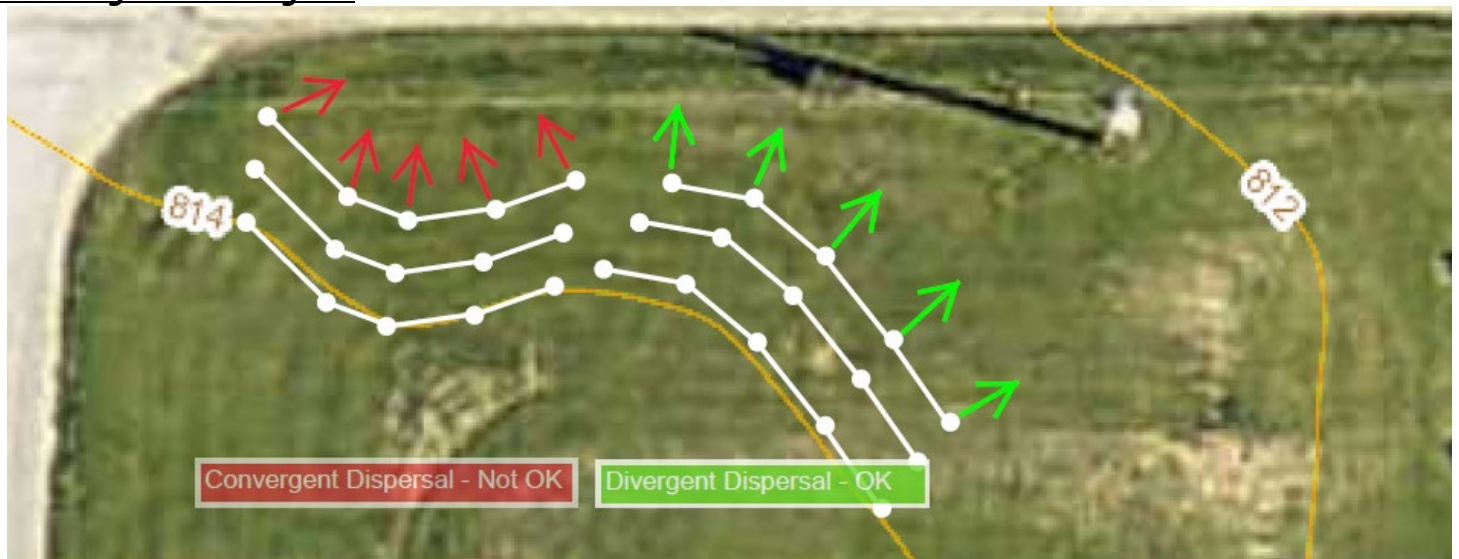
*NOTE: To help ensure the area evaluated by a soil scientist for your new/replacement soil absorption field is adequately sized, we offer to provide the overall design daily flow (DDF) the system will require per the Commercial Onsite Sewage System rule (410 IAC 6-10.1) before your hired Indiana registered soil scientist visits the site. All you need to do is complete Steps 2b and 2c on page 2.*

*We also, **strongly recommend** that you have your onsite system contractor, designer, and local health department representative at the site during the soils investigation if possible. This group can evaluate the available area(s) together taking into consideration required separation distances (see table below), the contour of the site, and identifying a suitable perimeter drain outlet (if applicable). Areas of converging flows (illustrated below) must be avoided. Once a potentially suitable area is determined and initial soil characteristics are determined, the designer/contractor can lay out a properly sized area in which the soil scientist can describe an adequate number of soil borings. This approach significantly reduces the potential for additional trips by the soil scientist or multiple revisions to the system design.*

**Minimum Separation Table**

NOTE: All grease traps, septic tanks, dosing tanks, lift stations, *dispersal areas and soil absorption systems shall be located in accordance with table below. Show applicable items below on the plans! <a href="#">(see 410 IAC 6-10.1-61)</a>			
YES	N/A	MINIMUM SEPARATION DISTANCES	
			(SLR ≤ 0.75 gpd/ft <sup>2</sup> ) (SLR > 0.75 gpd/ft <sup>2</sup> )
		Private Water Supply or Geothermal Well	100' 200'
		Commercial Water Supply or Geothermal Well	100' 200'
		Public Water Supply Well or Reservoir	200' 400'
		Pond, Retention Pond, Lake Reservoir	50' 50'
		Storm Water Detention Area	25' 25'
		River, Stream, Ditch or Drainage Tile	25' 25'
		Buildings, Foundations, Pools, Driveways, etc.	10' 10'
		Front, Side, Rear Property Lines	5' 5'
		Water Lines continually under Pressure and <b>Abandoned Wells</b>	10' 10'
		Suction Water Lines	50' 50'
		Cemetery	100' 100'
		*Dispersal Area (see 410 IAC 6-10.1-62)	Minimum 10' and Maximum 25' wide

**“Convergent vs Divergent”**



## 1. Soil Evaluation

- a. On-site soil evaluations for commercial projects must be completed by an individual registered by the Indiana Registry of Soil Scientists (IRSS).
- b. Check with your local health department (LHD) to see if they maintain a list of registered soil scientists that work in your area of the State. If they do not have such a list, you can find a complete listing for all of Indiana at <http://oisc.purdue.edu/irss/roster.html>.
- c. The soil report must be sent via email to the Indiana Department of Health (IDOH) at [soil@isdh.in.gov](mailto:soil@isdh.in.gov).
- d. An e-mail address for the owner/applicant needs to be included on the report.
- e. A site map or aerial screen shot noting the location of the borings is required, especially if the area is a large parcel or undeveloped area. In addition, the address of the parcel or parcel # must be included on the soil report.**

## 2. Pre-Application

- a. When the on-site soil evaluation report is received by IDOH, a project number will be assigned and an e-mail, including a "Commercial On-Site Sewage System Pre-Application" will be sent to the owner/ applicant.
  - i. A copy of the "Commercial On-Site Sewage System Pre-Application" may be accessed at <https://www.in.gov/health/eph/onsite-sewage-systems-program/>.
- b. The pre-application must be completed in its entirety and submitted to IDOH via the [soil@isdh.in.gov](mailto:soil@isdh.in.gov) email account.
- c. A business and floor plan must accompany the pre-application.
  - i. Examples of the required business and floor plans are provided with the pre-application.
  - ii. The floor plan does not have to be computer generated or professionally drawn.
- d. Please note that the county name, project number and project name must be referenced in all correspondence and on all plans for the project.
- e. The information provided on the pre-application will assist IDOH in determining design criteria for the proposed business' on-site sewage system (OSS).

## 3. Local Health Department (LHD) Comment Period

- a. Upon receipt of the soil evaluation report, IDOH staff will send a request to the LHD asking for insight or relative information about the project or the site.
- b. IDOH allows 10 business days for the LHD to respond.

#### **4. Technical Data Sheet (TDS)**

- a. After the LHD response (or 10 business day deadline has passed if no comments received) and the completed "Commercial On-Site Sewage System Pre- Application" including the business and floor plans are received, the project will be assigned to one of the commercial plan review staff for the generation of a technical data sheet (TDS). If the existing system is in failure, the review of the soil evaluation will be expedited (moved to the front of the review line). Otherwise, the typical time to issuance of a TDS is 12-15 business days.
- b. The TDS will be e-mailed to the applicant (and/or project agent), designer (if known), and the LHD.
- c. The TDS will provide minimum specifications for your commercial onsite sewage system in accordance with Rule 410 IAC 6-10.1 ([https://www.in.gov/health/eph/files/410\\_IAC\\_6-10-1.pdf](https://www.in.gov/health/eph/files/410_IAC_6-10-1.pdf)).

**Note:** IDOH can deny approval of an on-site system, pursuant to 410 IAC 6-10.1-55, if there is a sanitary sewer of adequate capacity either within 300 feet of the nearest property line, or to which connection can be made at a construction and connection cost not to exceed 150 percent the cost of the onsite sewage system. IDOH can also deny approval if site or soil conditions are not suitable for a soil absorption field.

#### **5. Assignment for Plan Review**

- a. If the project has a design daily flow of 750 gallons or less, the project may be delegated back to the LHD for permitting if the county has IDOH approval for delegation of the specific system type.
- b. If the project is referred to the LHD, all plan submittals, reviews, approvals, and inspections will be conducted by the LHD.
- c. If the project is not delegated to the LHD, or if the design daily flow is greater than 750 gallons per day, all plan reviews and approvals will be conducted by IDOH plan review staff. Per State rules, we have up to 30 business days to review and either issue a permit or issue comments. If comments are issued, revised plans will need to be submitted. Per state rules, we have up to 10 business days to review and either issue a permit or issue comments.
- d. State law requires that each page of the commercial OSS construction plan and specifications be stamped by an engineer or architect registered to practice in Indiana. IDOH uses a plan review checklist on all our plan reviews to ensure a consistent and thorough review prior to issuance of a permit.

#### **6. Plan Submittal**

- a. A commercial application, the initial construction plans, and the appropriate plan review fee may be submitted either electronically or mailed to the address below.
  - i. The commercial application, with fee schedule, may be accessed at <https://www.in.gov/health/eph/onsite-sewage-systems-program/>.
- b. All pages of each plan must be properly stamped and include the date of the original plans and the date of the revision, if applicable.

### **Email Option (Best Option):**

Email **initial plans**, application and copy of check to Marc Hancock ([mhancock1@isdh.in.gov](mailto:mhancock1@isdh.in.gov)) and Dave Muntz ([dmuntz@isdh.in.gov](mailto:dmuntz@isdh.in.gov)). You will need to also mail a copy of the completed permit application and the check for the permit review fee. Note at the top of the copy of the completed permit application that electronic plans have already been submitted via email.

### **Mailing Option:**

Mail **initial plan** complete with application and payment to:

Indiana Department of Health  
Attention: Environmental Public Health  
2 North Meridian Street, #2D  
Indianapolis, IN 46204

### **Mail revisions to:**

Indiana Department of Health  
Attention: Environmental Public Health  
2 North Meridian Street, #2D  
Indianapolis, IN 46204

### **Online Option:**

Another option for plan submittal is thru the Indiana Department of Homeland Security (IDHS) web portal that includes the ability to pay plan review fees online.

The link to the secure IDHS website is: <https://secure.in.gov/apps/dhs/drs/>. The process involves 2 steps:

#### Step 1 - Permit Application Info:

- Select a filing type. In most cases it will be either a "New Standard Project" or "Upload Additional Plans."
- Select a facility type. In most cases it will be under the heading "Projects requiring IDOH review only."
- Important to note that revised plans can be submitted via this system only if the original plans were initially submitted through the system.
- Make sure that you have the IDOH project ID # available to enter. This number is supplied with the TDS.
- On the page asking for construction type, e.g., New, Renovation, etc. make sure you click/check the radio button above construction type stating that this submission is for IDOH only, which in most cases it will be.
- Input all related project info as requested, e.g. owner designer, etc.
- Submit plan review fee payment information.
- **Once you finish entering the above information, you need to send an email to [isdhplanreview@isdh.in.gov](mailto:isdhplanreview@isdh.in.gov) to notify staff that you have completed filling out information and paid the necessary fee (if applicable).**

#### Step 2 - Plan Upload:

- Once you complete step 1, this will trigger a process to get registered to use the FTP site where the actual plans are uploaded.
- On the first submittal this process will take a day or so to get your FTP account set up. You will receive an email when this is completed.

- But after your account is set up, you will be able to skip this process for future projects and go right to the FTP site for the plan upload after the permit application information and payment (step 1) is entered. **However, you must send an email to [isdhplanreview@isdh.in.gov](mailto:isdhplanreview@isdh.in.gov), Marc Hancock ([mhancock1@isdh.in.gov](mailto:mhancock1@isdh.in.gov)) and Dave Muntz ([dmuntz@isdh.in.gov](mailto:dmuntz@isdh.in.gov)) to notify us that plans (both initial or revised) have been uploaded. Otherwise, we will not know that you have, and your plans will not be processed.**

## **7. Plan Review Process**

- a. IDOH plan review staff will check the construction plans for compliance with Rule 410 IAC 6-10.1, applicable standards, approved design manuals and the provisions of the TDS.
- b. Any needed revisions or amendments will be communicated (via e-mail, whenever possible) to the system designer who stamped the plans.

## **8. Project Approval**

- a. When the construction plans comply with the Rule, the TDS, and the plan submittal requirements, an approval letter will be sent to the LHD, the applicant, and the designer.
  - i. If paper plans were submitted to IDOH, a copy of the approved plans will be mailed to the LHD with the approval letter.
  - ii. If electronic plans were submitted, the approved plans will be e-mailed to the LHD with the approval letter. The LHD may request a paper copy from the designer.

## **9. Local Permitting**

- a. The applicant, or agent, will need to contact the LHD prior to the start of construction to complete any necessary requirements for issuance of a local construction permit for the OSS for the facility. **The LHD is required to provide a copy of the local permit issued and the final inspection report to IDOH.**
- b. **There may be local requirements that are more stringent than that of the IDOH rule.**
- c. **Any changes to the approved plan must be approved, in writing, by IDOH prior to the start of construction.**

## **10. Pre-construction Call**

- a. All approvals issued by IDOH will require a pre-conference telephone call with the owner, contractor, designer and LHD (if available) prior to construction beginning. IDOH staff will schedule the call. If the approval letter also requires a pre-construction meeting onsite, the applicant, or agent, must contact the appropriate IDOH staff as identified in the approval letter prior to the start of construction to set up a time and date for the pre-construction meeting.

## **11. Inspections**

- a. Typically, the staff of the LHD will make all necessary installation inspections during system construction. The LHD staff may request the assistance of IDOH field staff, if necessary.

## **IDOH Commercial On-Site System Plan Review Contacts**

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