

SEPTIC SYSTEM PERMIT PROCEDURE

Clay County, Indiana

The following is a brief outline of the steps involved in installing a new residential septic system.

Contact the Clay County Health Department- The health department will mail or fax a list of ARCPAC certified soil scientists.

Soil Profile Analysis- Contact an ARCPAC certified Soil Scientist to perform a soil profile analysis on your property. The soil scientist will set up a time to meet you at your property. The soil scientist will perform 3 soil borings in the location where you would like to place your septic system. The information from this soil profile analysis will be sent to the health department.

Requirement Letter- Your health department representative will use the information provided by the soil scientist to determine the minimum requirements for a septic system on your property. You will receive a letter stating these requirements. Your septic installer will need the information in this letter to design and layout your septic system.

Septic Permit Application- To apply for a septic permit, the following items must be submitted:

1. **Septic System Permit Application**, (Along with permit fee of \$75.00)
2. **Property site plan drawing** showing construction details of the septic system.

Septic Permit- Once submitted material is approved, the health department will issue the septic system permit for your property. Upon receipt of the permit, construction on the septic system may begin.

Final Inspection- When the septic construction has been completed, the septic installer will notify the health department. A representative from the health department will perform a final inspection of the construction. Upon approval of the construction, the system may be covered and used.

If you have questions at any point in this process, please give us a call at (812) 448-9021.