



**Homeowner's OSDS Checklist
To Obtain Approval for a Residential On-Site Sewage Disposal System Permit**

- ✓ **Only APPROVED subdivisions and/or a Legal Lot of Record may apply for septic permits or receive guidelines**
- ✓ **Obtain an application packet from the Health Department (homeowner)**
- ✓ **Contract a Soil Scientist to prepare a soil evaluation(soil profile analysis)**
You must choose from the list of certified soil scientists included with the application packet. Meet the soil scientist at the site. Soil borings must be done at the spot where the system will be located. Having your Installer present with the Soil Scientist may avoid confusion that may require further soil testing.
- ✓ **After receiving the soil evaluation and application, the Health Department will evaluate the soil scientists and issue SEPTIC MINIMUM REQUIREMENTS to the homeowner or contractor.**
- ✓ **The homeowner selects a registered installer from the list included in the application packet. Only registered contractors in Howard County may be used.**
The contractor can give a bid with the minimum systems specifications. The contractor, once selected, will submit a site plan, system design sheets, plat plan, and elevations sheet to the Health Department.
- ✓ **The Health Department will review all of the submitted materials.**
- ✓ **After all the above steps are completed satisfactorily, the permit may be issued or denied. Applications are reviewed first-in, first-out basis. No exceptions.**
- ✓ **You will be notified by email or phone, as you direct, when the permit is completed.**
- ✓ **The installer should notify the Health Department prior to completion of the system installation, and is required to allow 2 working days, so that an inspection may be scheduled and completed prior to covering any part of the system.**

The Health Department conducts a final inspection of all system components prior to covering, and orders corrections if needed, then grants final approval of the system. Even though inspection may be conducted during installation, the homeowner is responsible for assuring that the installation is completed according to code, including the final soil cover of at least 12 inches. Landscape carefully in the area where the system is located.

As of March 1, 2004, the following permit fee schedule will apply :

New Construction	\$200	Site Visit (discretionary)	\$50
Replacement	\$50	Installers/Homeowners Test Fee	\$50
Repair	\$0		

This sheet is only a guideline, there may be more steps involved for some, since every lot is different.