



## **Homeowner's OSS 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 :**

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

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



## On-Site Sewage System Application

**INSTRUCTIONS :** All items are to be completed by the homeowner or contractor. This application shall be considered pending until all information necessary for approval has been provided as determined by the Health Department. No permit shall be issued until the property owner or agent has provided all required information to the Health Department, and the Health Department has given approval. Completion of this application does not guarantee the issuance of a permit.

1. **Date of Application :** \_\_\_\_\_
2. **Applicant / Owner's Name :** \_\_\_\_\_
3. **Current Mailing Address :** \_\_\_\_\_  
City : \_\_\_\_\_ Zip Code : \_\_\_\_\_
4. **Telephone :** \_\_\_\_\_ **E-Mail :** \_\_\_\_\_
5. **Application Type :** New  Replacement  Repair  ( one)
6. **Proposed System :** Stone & Pipe \_\_\_\_\_ Chambers \_\_\_\_\_ Sand Lined \_\_\_\_\_ Other \_\_\_\_\_
7. **Facility Type :** Residential  Commercial  ( one)
8. **Registered Installer Name :** \_\_\_\_\_
9. **Location and Address of Site :**  
Address : \_\_\_\_\_  
Town : \_\_\_\_\_ Zip Code : \_\_\_\_\_ Lot Size : \_\_\_\_\_ ac.  
Subdivision : \_\_\_\_\_
10. **Directions to Site from Health Department :** \_\_\_\_\_
11. **Water Supply :** City  Private (Well)  ( one)
12. **Property within 300 feet of a sanitary sewer line :** Yes  No  ( one)
13. **Jetted Bathtub >125 Gal :** Yes  No  **Garbage Disposal :** Yes  No
14. **Total Number of Proposed or Existing Bedrooms :** \_\_\_\_\_
15. **Commercial Only :**  
Use of Structure : \_\_\_\_\_ # of Employees \_\_\_\_\_  
Name / Address of Professional Engineer or Registered Architect : \_\_\_\_\_

---

The property owner and/or his/her agent certifies that to his/her knowledge all the information submitted is correct, and the system will be installed as approved in compliance with ISDH Rule 410 IAC 6-8.3 and Howard County Ordinance.

The property owner and/or his/her agent must understand that the Health Department has 30 days to issue or deny a permit in accordance with IC 16-41-25-1. You will be contacted when the permit is issued or if we have any questions for you.

\_\_\_\_\_  
Signature of Property Owner or Agent

\_\_\_\_\_  
Date Signed

Print Name : \_\_\_\_\_



## OSS Completion Agreement

Because the Health Department inspectors will frequently conduct inspections during the installation of residential Onsite Sewage Systems (OSS) prior to their completion, it is important to determine that systems be completely finished prior to their use. This includes adding the final cover of soil, grass seed, etc.

Since the Permit is issued to the homeowner, it is his/her responsibility that all steps listed below are completed. Failure to do so can be construed as a violation of the applicable ordinance and owners may be subject to fines.

Here are the steps of the process to be completed by either the contractor or homeowner: Please check yes to verify you have read each step.

### Installation Check

- |   |                              |
|---|------------------------------|
| 1. Soil absorption system site protected:                   | <input type="checkbox"/> Yes |
| 2. Soil absorption system site not compacted:               | <input type="checkbox"/> Yes |
| 3. Perimeter drain outlet maintained:                       | <input type="checkbox"/> Yes |
| 4. Final <u>12 inches</u> of soil cover installed properly: | <input type="checkbox"/> Yes |
| 5. Surface water drains away from system:                   | <input type="checkbox"/> Yes |
| 6. Approved vegetative cover & soil stabilized:             | <input type="checkbox"/> Yes |

### **IMPORTANT:**

The homeowner shall assure that the last four items are completed. The homeowner also agrees not to add soil so that the total depth above the absorption field is greater than 36 inches, nor remove soil so that the total depth above the absorption is less than 12 inches.

The homeowner also agrees not to place any structure whatsoever on top of the absorption field. Also, no obstruction to subsurface horizontal flow of water may be placed within 25 feet down slope of the absorption area (or 10 feet if system is surrounded by a perimeter drain).

I agree to see that the conditions of the OSS permit are met as prescribed by the Health Department.

**Homeowner Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_