Montgomery County Health Department

1580 Constitution Row STE G
Crawfordsville, IN 47933

Proper Steps for Septic Installation Permits

Any dwelling that is not connected to a public or municipal sanitary sewer is required to have an onsite sewage system as a method of waste disposal and wastewater treatment.

The first step in acquiring a permit for new construction is to obtain an application at the Health Department. An application can be completed by the owner, contractor, or an authorized agent. The application requires a name, current address, phone number, site location, number of bedrooms, and type of construction. Also, information on any pools or hot tubs and any other buildings that may impact the daily water usage is required.

A Soil Test is required at the site and it is the owner/agents responsibility to contract a Registered Soil Scientist to perform the Soil Test. After or during the Soil Test an Environmental Health Specialist will make a site assessment of the proposed location. The location should be cleared of any growth that would interfere with the ability to assess the area's topography. No excavation or stump removal should be done. Once the EHS, Soil Scientist, and owner/agent agree on the onsite location, the location should be clearly identified in order to protect it from any construction activities or other source of damage.

When a copy of the soil report is received at the Health Department, the size and type of onsite system will be determined according to Indiana Rule 410 IAC 6-8.3. The soil report will also describe any signs of a 'Seasonal High Water Table'. If your property does have a high water table, a perimeter drain will be required to lower the level of natural ground water surrounding your system provided a legal outlet can be obtained. Your contractor may need to take site elevations to assure this can be accomplished.

A copy of the house site plan and floor plan on new construction must be furnished before the permit is released. A permit will be issued with minimum system requirement guidelines noted on the permit. The applicant will be notified that a permit is ready to pick-up. The applicant must then have an installer that is Certified and Registered with Montgomery County Health Department to lay out (design) the proposed system and to fill out a design submittal form. A plan from a professional engineer is acceptable but most often not required by our office. The installer or owner must submit their proposal to the Montgomery County Health Department for approval.

The permit fee for the construction of a new system or the repair of an existing system is $150.00. Commercial permits for construction or repair are $250.00. All permits are valid for one (1) year from the date of issue.

Any septic systems that are installed not meeting the specifications set forth on the septic permit will be rejected and an 'Occupancy Permit' will not be issued and/or the home may be deemed 'Unfit for Human Habitation'.

An onsite sewage system permit is required before a building permit will be issued.
A permit is also required to repair a failing onsite system, or to replace any major component of the onsite system.

A waiver is required from the Health Dept. to re-connect a new dwelling to an existing onsite system, provided that system meets current Indiana State and Local Code regulations.

It is important to note that Indiana Rule 410 IAC 6-8.1 was effective 12/21/1990. Before that time, there was no standard for onsite sewage systems in Indiana. If you have or are buying a house that is over 20 years old, chances are good that the septic system is undersized or non-compliant with current code. No failing system is 'grandfathered' under 410 IAC 6-8.1, 410 IAC 6-8.2 or 410 IAC 6-8.3.

Also to be noted is that all waste produced in the house must go into the onsite sewage system. Years ago, many dwellings separated 'gray water' (wash water) to a line that did not go into the septic tank. That is now considered a direct discharge and is in violation of 410 IAC 6-8.3.

Onsite Sewage systems continue to be a very efficient method of waste disposal and treatment when properly designed, installed, and maintained.
Proper operation of the system is the homeowner's responsibility.
Common sense about what is put into the system, water conservation, and spreading out water usage to equalize daily volumes will help minimize problems. Pumping the tank every three to five years is recommended to increase the longevity of your system.
There has never been any proven advantage to the use of septic additives and we do not recommend the use of any.

If you have any questions or require further explanation of the Indiana State and Montgomery County codes, please contact our office.

Montgomery County Health Department
765-364-6440