

# The steps to obtaining an onsite septic system

## THIS IS NOT A PERMIT DO NOT BEGIN CONSTRUCTION

Your steps are:

1. Get a soil test done by a soil scientist. (List is available from the health dept.)
2. Apply for a septic permit and pay fee (\$100 good for one year after plan submission).
3. Contact an installer “certified” by the Orange County Health Department (Installer lists are available from the health department). If you wish to install your own system you may pass the homeowner installation exam (\$20) and take the responsibility of the construction plan and installation.
4. Have your selected installer contact the health department for the system requirements\*. (This will be available to you once we have your soil report and application).

\*System requirements give minimum specs on the size and types of septic systems your lot can use according to the soil report. If any changes have been made to the soil evaluation site, such as soil removal or the addition of soil, or ANY other earth moving, after the soil test was done these system requirements will not apply and a new soil analysis will be required. You may NOT move your absorption area without a soil evaluation! The absorption area must go over the site described on the soil report.

Then:

- The installer will plan the layout of the system and place stakes or other markers at the site to indicate the location of the system components based on the type and size of the system. Then call for a site visit to approve the plan submittal prior to obtaining a permit.
- Submit an onsite sewage system plan to the department for review. The plans must contain all applicable information required by the OCHD including but not limited to a complete set of plans of sufficient clarity, material/component check list, and trench detail. The contractor installing the system shall prepare and submit the paperwork.

After this has been completed, the Orange County Health Department will:

- Visit your site and review your site plan (and request corrections from installer, if needed).
- Issue (or deny) a permit to the installer.

After the permit is issued:

- Construction may begin provided that soil moisture is acceptable. The installer is responsible for making this determination using a plasticity test at the proposed trench depth. If there are questions, please contact the health department.
- The installer must call the health department for an inspection 48 hours before final cover. If this is not possible there are policies for photo documentation before cover.
- The Health Department will meet the installer at the site for final inspection, and the process is complete.

**NOTE: THE SEWAGE DISPOSAL FACILITIES FOR A PROPERTY MUST BE INSTALLED AS OUTLINED ON THE SYSTEM REQUIREMENTS AND IN ACCORDANCE WITH 410 IAC 6-8.3 AND THE ORANGE COUNTY SEWAGE DISPOSAL ORDINANCE NO. 2024-3. THE ISSUANCE OF A PERMIT DOES NOT CONSTITUTE ASSUMPTION BY THE ORANGE COUNTY HEALTH DEPARTMENT OR ITS EMPLOYEES OF LIABILITY FOR THE IMPROPER INSTALLATION OR FAILURE OF ANY SEWAGE DISPOSAL SYSTEM.**