



# Pulaski County Health Department

125 S Riverside Drive -Suite 205

Winamac, IN 46996

Telephone: (574) 946.6080 Fax: (574) 946.6654

[eguffey@pulaskicounty.in.gov](mailto:eguffey@pulaskicounty.in.gov)

Office Use  
Permit #

**Public Health**  
Prevent. Promote. Protect.

## APPLICATION FOR AN ONSITE SEWAGE SYSTEM PERMIT

Date \_\_\_\_\_

Type of Permit Residential \_\_\_\_\_ Commercial \_\_\_\_\_

New Construction \_\_\_\_\_ Replacement \_\_\_\_\_ Repair \_\_\_\_\_

### Property Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Applicant Information: (Write same if same as property owner)

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

**Certified Onsite Sewage System Installer** \_\_\_\_\_

### Site Information:

Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Parcel # \_\_\_\_\_ Township \_\_\_\_\_

### What is the reason for this permit application? Check all that apply

New Construction \_\_\_\_\_ System Failure \_\_\_\_\_ Remodeling \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Jetted Tubs \_\_\_\_\_ Water Softener \_\_\_\_\_ Garbage Disposal \_\_\_\_\_

Type of Water Supply Well \_\_\_\_\_ Municipal \_\_\_\_\_

**Certifications:** I hereby certify that I am the property owner or the authorized representative of the property owner and that the above statements are true and accurate. I certify that I have the authority to and hereby grant permission and consent for the authorized representatives of the Health Department to enter onto the property without prior notice to conduct inspections and collect soil and water data as necessary to assure compliance with all applicable laws and rules pertaining to the installation and function of the septic system. Failure to provide true and accurate information or to allow the Health Department access will result in the immediate suspension of any permit and any work being conducted pursuant to this application. I understand that I am obligated to identify underground utilities (call "811") or other underground obstructions. Any changes to the onsite sewage system design plans after the issuance of the onsite sewage system permit must be approved and submitted to the Pulaski County Health Department in writing prior to the start of construction. The approval of a site by the local plan commission or the county recorder does not constitute approval by the Pulaski County Health Department. By signing this application, you are certifying the application information provided above and design plans are correct accurate, and that the system will be installed according to all applicable rules and regulations as set forth in County Ordinance passed 2.7.1994 and Rule 410 IAC 6-8.3. Approval of the onsite sewage system by the Pulaski County Health Department does not guarantee the functionality, longevity, or a trouble-free system. Unforeseen variations in the soil, terrain and or other factors may impact the system.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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## Steps to Obtain an Onsite Sewage System Permit

Ordinance passed 2.7.1994 and State Code 410 IAC 6-8.3 requires the Pulaski County Health Department to follow certain steps and procedures to issue a permit for a new, replacement, and/or repair onsite sewage system. The following steps **must be** completed in order to obtain an onsite sewage system permit.

These steps are:

1. Prior to beginning the necessary steps to obtain an onsite sewage system permit, **check with the Building Department to see if a land improvement permit can be issued – (574) 946-7858** (This step may not be needed for a repair/replacement onsite sewage system permit).
2. An Indiana Registered Soil Scientist **must** conduct and submit a soil/site evaluation to the Pulaski County Health Department.
3. The **Pulaski County Health Department** will then review and analyze the data contained in the soil/site evaluation report to **determine** the minimum onsite sewage system requirements.
4. A preliminary onsite sewage system approval letter will be sent to the applicant. This letter will entail the minimum onsite sewage system requirements for the property.
5. If the requirements set forth in the preliminary onsite sewage system approval letter can be met, design plans of the onsite sewage system must be submitted to the Pulaski County Health Department. All components entailed in the onsite sewage system design plans must be physically staked out for the review of the Pulaski County Health Department.
6. The Pulaski County Health Department will then review the submitted design plans and conduct an onsite sewage system site evaluation. This onsite sewage system site evaluation will be conducted to verify requirements set forth in the preliminary onsite sewage system approval letter and the requirements set forth in Rule 410 IAC 6-8.3 have been meet. The amount of time that must be spent reviewing design onsite sewage system plans may vary.
7. If the onsite sewage system site evaluation and design plans submitted appear to meet the minimum requirements set forth in Rule 410 IAC 6-8.3 and County Ordinance passed 2.7.1994 the Pulaski County Health Department will issue an onsite sewage system permit.
8. An onsite sewage system permit fee is seventy dollars, (\$70) fees must be paid when the onsite sewage system permit is issued. Any repairs to an existing onsite sewage system must have a permit, fee is fifty dollars, (\$50) fees must be paid before permit is issued.
9. Any changes to the onsite sewage system design plans after the issuance of the onsite sewage system permit must be approved and submitted to the Pulaski County Health Department in writing prior to the start of construction.
10. No construction of the onsite sewage system may occur if the onsite sewage system site is disturbed and or altered. If the onsite sewage system site is disturbed and or altered the onsite sewage system permit can and or may be revoked.
11. The approval of a site by the local plan commission or the county recorder does not constitute approval by the Pulaski County Health Department.

*\* A list of Indiana Registered Soil Scientists, as well as a list of Pulaski County Certified Onsite Sewage System Installers, can be obtained at the Pulaski County Health Department.*