Public Health
Prevent. Promote. Protect.

Putnam County Health Department
1542 S. Bloomington Street, Suite 1500
P.O. Box 507
Greencastle, IN 46135
Phone: (765) 301-7660, Fax: (765) 301-7665
www.in.gov/localhealth/putnamcounty

Information Packet for Obtaining a Permit for an On-Site Sewage Disposal System

The following steps are required in order to obtain a permit for both Commercial and Residential On-Site Sewage Disposal Systems in Putnam County. Design specifications and approval are also required from the Indiana State Department of Health for all commercial systems installed in the state.

- A soil evaluation must be completed by a professional soil scientist registered with the Indiana Registry of Soil Scientist. A report of this soil evaluation must be submitted to the Putnam County Health Department. A list of soil scientists in our area is provided with this packet.
- A permit application must be completed and returned to the Putnam County Health Department along with a check for $225. Include house plans, deed of property with legal description and copy of plat. The application is attached to this packet.
- A Soil Evaluation Review Sheet with the Minimum System Requirements will be completed after receiving the Soil Report, the permit application, and the application fee. This Review Sheet will be submitted to the applicant.
- The applicant is required to submit the Review Sheet to either a Registered Professional Engineer or a Certified Indiana Onsite Wastewater Professional Association Septic Contractor, who will then design the system based on the Soil Evaluation Review Sheet. A list of Qualified Septic Contractors and a list of Registered Engineers are attached to this packet. **ONLY CERTIFIED SEPTIC CONTRACTORS CAN INSTALL A SEPTIC SYSTEM.**
- The Registered Professional Engineer or Certified IOWPA Septic Contractor will submit system design plan to the Putnam County Health Department for review and approval.
- The Putnam County Health Department will contact the applicant when permit has been issued. **NO WORK ON ANY SEPTIC SYSTEM – NEW OR REPAIR – IS ALLOWED UNTIL A PERMIT HAS BEEN ISSUED!**
- Upon completion of all the steps the septic system may be installed. A final inspection conducted by the Putnam County Health Department will be completed and a copy will be provided for the homeowner, installer, and a copy will be kept on file in our office. **Septic contractor is to contact the Health Department two (2) business days PRIOR TO STARTING THE INSTALLATION.**

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ON - SITE SEPTIC SYSTEM PERMIT APPLICATION

PROPERTY OWNER/APPLICANT INFORMATION:

Name: _____ Phone: _____

Current Address: _____

SITE LOCATION:

Address: _____

Directions: _____

Township: _____ Subdivision: _____

Lot #: _____ Acres: _____ Parcel #: _____

USE OF FACILITY:

☐ Commercial ☐ Residential ☐ Other:

TYPE OF PERMIT:

☐ New system - $225
☐ Repair of existing system - $225
☐ New System with existing dwelling (system not previously installed) - $225
☐ Remodel/expansion of dwelling - $225
☐ Replacement/reconstruction of dwelling (increase system size) - $225
☐ Resubmittal of septic permit - $50
☐ Replacement of dwelling (no change to existing system) - $25
☐ Replacement of failed dose tank only - $15
☐ Minor replacement without plan review - $15
☐ Replacement of failed septic tank only - $10

WATER SUPPLY:

☐ Public water ☐ Existing well ☐ Proposed well

HOUSE PLAN:

Number of bedrooms: Number of Jetted tubs (>125 gals):

Garbage disposal: ☐ Yes ☐ No

For existing dwellings the number of bedrooms should match the Putnam County GIS property card or a bedroom affidavit must be recorded.

OVER

QUALIFIED SEPTIC INSTALLER INFORMATION:

Installer Name: _____

Installer Address: _____

Installer Phone: _____ Installer Email: _____

REGISTERED PROFESSIONAL ENGINEER (IF INSTALLER IS NOT IOWPA CERTIFIED):

Engineering Firm: _____

Engineer Name: _____

Engineer Address: _____

Engineer Phone: _____ Engineer Email: _____

Received by: _____
Date Received: _____
Receipt #: _____

REQUIRED ITEMS INCLUDED WITH THIS APPLICATION:

☐ Application Fee ☐ House Floor Plans ☐ Deed of Property ☐ Plat

I, the undersigned, do now affirm under penalties of perjury that the foregoing information and/or representations are true and further do now certify that an on-site sewage sytstem for this facility will be installed to meet all State and Local requirements of the Health Department of Putnam County, Indiana. On-site systems must be maintained regulary as neglect or abuse of your system can cause failure. If sanitary sewers become available you may be required to connect.

_____ _____

Signature of Owner/or Owner's Agent Date

The receipt and this application do not constitue a premit for construction.

Registered Engineer List

This is a list of Registered Certified Engineers that are familiar with Putnam County Code.
This list is a courtesy and is not intended to favor one contractor over another.

DES Engineering LLC
214 E. Main St
Crawfordsville, IN 47933
(317) 373-7175
roger@deckardes.com

Kruse Consulting
7384 Business Center Dr.
Avon, IN 46123
PH: (317) 272-5508
Fax: (317) 272-2410
dkruse@kruseconsulting.com

Moench Engineering
3996 Clarks Creek Road
Plainfield, IN 46168
PH: (317) 837-2767
Fax: (317) 837-7266
bmoench@moencheng.com

SD Design
631 Timber Ridge Rd
Spencer, IN 47460
(812) 829-9238
stevezoedean@gmail.com

Certified Soil Scientist List

This is a list of Soil Scientists in and around Putnam County.
This list is a courtesy and is not intended to favor one contractor over another.

Amber Willen
2658 Rey Cemetery Rd
Freedom, IN 47431
Cell: (812) 585-0387
SoilScientist80@gmail.com

Thomas Ziegler
42 Canyon Creek Circle
Lafayette, IN 47909
PH: (765) 474-3041
Cell: (765) 714-0955
ThomasRZiegler@aol.com

Mark McClain
10740 Cheryl Court
Carmel, IN 46033
Cell: (765) 212-7645
Mmcclain1313@gmail.com

Staley's Soil Service, Inc
71 W CR 650 S
Clay City, IN 47841
(812) 939-2752
Toll-Free: (800)-773-3250

Qualified Septic Contractors

This list is a courtesy and is not intended to favor one contractor over another.

Highlighted contractors are certified to design and install systems

ARB, LLC *^+
Rich Burdine
668 W CR 400 S
Clayton, IN 46118
(317) 919-0678
ARB@tds.net

Baker Septic Services*^+
600 N Indiana St
Greencastle, IN 46135
(765) 653-2961 / (765) 721-0606
bakersseptic@yahoo.com

Boller Excavating*+^
8974 N CR 725 W
Russellville, IN 46175
(765) 435-2144 / (765) 366-0342
Boller_excavating@sbcglobal.net

Brett Hurley Construction
1265 S Jackson St
Greencastle, IN 46135
(765) 653-1325
brethurleyconstruction@gmail.com

Burdette Construction
5977 Cunot Cataract Rd
Poland, IN 47868
(765) 721-0007
Wburdette@ccrtc.com

Cartwright Excavating*+
Rick Cartwright
7495 W CR 550 S
Coatesville, IN 46121
(317) 414-5466
Rcart69@yahoo.com

Clark Brothers Excavating
2409 S CR 500 E
Greencastle, IN 46135
(765) 526-2092

Cline Trucking & Excav.*^+
PO Box 400
Clayton, IN 46118
(317) 539-2698
Cline878@tds.net

Collom Excavating*+
Matt Collom
475 S Cross St
Danville, IN 46122
(765) 721-6868
MCollom8604@icloud.com

Dutcher Trenching*+^
Josh McCloud
806 Kentucky Street
Crawfordsville, IN 47933
(765) 362-3308
dutchertrenching@gmail.com

Energy Conservation Solutions^
Bill Mentgen
2009 S CR 400 W
Greencastle, IN 46135
(720) 641-2060

Fender Excavating LLC^+◊
3740 Mangus Rd
Poland, IN 47868
(812) 585-7965

Ground Control Excav/Septics*+^
Brad Walker
4720 S CR 50 E
Lebanon, IN 46052
317-286-8914

Ground Control Excav/Const.*^+
Jeff Williams
2661 Quincy Rd
Quincy, IN 47456
(765) 795-4097 / (812) 878-6636
PokerCrazy43@hotmail.com

Happy Valley Sand & Gravel*^+
4232 E US 40
Plainfield, IN 46168
(317) 839-6800
Hvsginc@gmail.com

Ivan Jack Vaught*◊
515 N Hickory St
Ladoga, IN 47954
(765) 366-6885

JAMRR Excavating*
David Sutherlin
2835 S CR 275 E
Greencastle, IN 46135
(765) 301-0436

J. S. McCullough Excavation*^+
7070 E CR 600 N
Bainbridge, IN 46105
(765) 386-6514
smexcavating@gmail.com

JT Shear Construction*+
527 W CR 1000 S
Clayton, IN 46118
(317) 539-5256
jtsheaexcav@aol.com

Joe Custis Excavating*^+
1767 W CR 125 S
Greencastle, IN 46135
(765) 653-1490
joecustis@yahoo.com

JR Bowling Trucking, LLC
1516 E CR 450 N
Greencastle, IN 46135
(765) 721-1431
bowlingllc@yahoo.com

Justin Dorsey Plumbing +
2378 State Road 236
Danville, IN 46122
317-745-4830
info@justindorseyplumbing.com

KTS Contracting, LLC*+
Mike Walters/David Walters
4195 N CR 200 E
Greencastle, IN 46135
(317) 405-7411
KTScontractingllc@yahoo.com

Knox Septic & Sewer*
1648 W Ohio St
Indianapolis, IN 46222
(317) 638-7280
Hknox99196@aol.com

Look E Excavating*^
Bill Lookabill
2767 S CR 1050 E
Indianapolis, IN 46231
(317) 839-9450

Mader Well Drilling
Travis Mader
9262 Owen Park Rd #5552
Spencer, IN 47460
(765) 795-3343

*IOWPA Certified Installers
◊PCHD Certified Installers
^Presby Certified Installers
+ATL Certified Installers

Revised 07/18/2022

Malicoat Construction*
John Malicoat
140 Production Dr.
Avon IN 46123
(317) 272-4702

Masterscape Excavating*^
Clint Knoy
4011 Old SR 55 N
Crawfordsville, IN 47933
(765) 359-1906 / (765) 366-5458
Masterscape4011@live.com

Premier Excavation*+
David Black
10018 N CR 675 E
Roachdale, IN 46172
(765) 719-0384
premierexcavation@outlook.com

Putnam Earthworks*
Jessica Lindley
PO Box 152
Bainbridge, IN 46105
(765) 720-8148
putnamearthworks@gmail.com
(Gravity Systems ONLY)

Sanders Contracting & Management◊^
Bill Sanders
9347 Meridian Line
Cloverdale, IN 46120
317-710-4711
tara@sanderscontracting.com

Schrader Well Service, LLC*
11663 N Murphy Road
Brazil, IN 47834
(812) 448-8101
schraderwellservice@gmail.com

Sodbuster Excavating*
Kevin Lotz, Owner
6462 E CR 1000 S
Cloverdale, IN 46120
(765) 795-4235 / (765) 376-8110
Klotz357@gmail.com

Spiker Excavating^◊
PO Box 241
Greencastle, IN 46135
(765) 653-1512
jill@spikerexcavating.com

Stephenson Excav.*+
Brian Stephenson
4504 S CR 800 W
Coatesville, IN 46121
(765) 386-7292 / (317) 370-9796
bsbb@ccrtc.com

Steve Cooper Excavating*^
127 S Main St
Fillmore, IN 46128
(765) 246-6779 / (765) 720-3080
Coopm2235@yahoo.com

Michael Cooper
5955 W CR 450 S
Coatesville, IN 46121
(317) 539-5415

Thomas Ditching^+
PO Box 208
Greencastle, IN 46135
(765) 739-6232
Thomas.steve33@gmail.com

Turner & Turner Excavating*+^
Brent Turner
5473 S Davis Bridge Road
Crawfordsville, IN 47933
(765) 376-1082
Bwturner3575@gmail.com

*IOWPA Certified Installers
◊PCHD Certified Installers
^Presby Certified Installers
+ATL Certified Installers

ON-SITE SYSTEM DESIGN REQUIREMENTS

System Design Criteria:

- Number of bedrooms in residence, including out buildings with plumbing
- Type of absorption field
- Provide any worksheets (including those provided by manufacturers) used for system design/sizing
- Drainage type required (both surface and subsurface)

Locations of all of the following:

- Easements including, but not limited to: utilities, roads, railroads, drainage
- Surface drainage characteristics of property
- All structures existing and proposed, including but not limited to, buildings, foundations, slabs, garages, patios, barns, pools (above/in ground), decks
- Lot lines (front, rear & side) as per County Zoning Ordinance
- Bodies of water, drainage ways, and drainage tiles
- Private or public wells
- Pressurized water lines
- Dispersal Area
- Soil boring
- Septic tank
- Dose tank
- Distribution box
- Soil absorption field
- System drainage
- Alternate (set-aside) Site

Specifications for:

- Tanks (septic & dose) – including size, material & manufacturer, including gallons per inch for the dose tank
- Distribution box – including size, material & manufacturer
- Pumps – including size, material, model number, pump curve, and manufacturer
- Outlet Filter – including manufacturer, model, GPD, and specification sheet
- All lines, pipes, and force mains – including sizes and specifications
- Risers – manufacturer, size, location
- Aggregate - including sand
- Barrier material
- Soil absorption area – product used in trench/bed, manufacturer, model #, lengths, widths, on center spacing, depths

Drawing of On-Site System Including Correct Elevations Provided For:

- Location and elevation of Temporary Benchmark (TBM)
- Identify whether shots are inverts or grade
- Land contours – Soil Absorption Field Contours (minimum 3 shots per trench – both ends & middle)
- House outlet
- Septic tank inlet

- Septic tank outlet
- Distribution box inlet
- Distribution box outlets
- Pump (Dose) tank inlet
- Pump on, off, and high-water alarm levels
- Pump (Dose) tank outlet
- Subsurface drainage inlet
- Subsurface drainage outlet
- Subsurface drain – any other bends/corners

Cross Sections

- Septic tank
- Dose tank
- Distribution box
- Trench
- Subsurface drain
- Sand bed absorption area

If drawing is not to scale distances MUST be provided, including but not limited, to the following:

- House outlet to tank inlet
- Tank outlet to dose tank
- Dose tank to distribution box
- Distribution box to trenches
- Subsurface drain, including length between elevation points