



**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](http://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 system 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 regularly 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 constitute 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.

Jerold L. Shively  
7572 Sea Crest Way N  
Noblesville, IN 46062  
PH: (812) 243-7379

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  
Mmclain1313@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/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

## 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

## Malicoat Construction\*

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

## \*IOWPA Certified Installers

◇PCHD Certified Installers  
^Presby Certified Installers  
+ATL Certified Installers

**Masterscape Excavating\*^**

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

Maximum Contracting◇  
9550 N US 231  
Quincy, IN 47456  
(765) 719-2355  
max@maximum-contracting.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)

**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