



## Putnam County Health Department

P.O. Box 507  
Greencastle, IN 46135  
Phone: (765) 653-0203 | Fax: (765) 653-0208  
putnamcountyhealth.in.gov



# 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 by the registered soil scientist. We will be unable to accept a soil evaluation submitted by anyone else. 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 floor plans, recorded 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 and/or designer.
- It is strongly recommended to submit the Review Sheet to either a Registered Professional Engineer or a Putnam County Health Department Registered Installer, who will then design the system based on the Soil Evaluation Review Sheet. A list of registered installers is available upon request.
- The designer will submit the 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, and a copy will be kept on file in our office. **The registered installer is to contact the Health Department two (2) business days PRIOR TO STARTING THE INSTALLATION.**



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

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### ON - SITE SEPTIC SYSTEM PERMIT APPLICATION

#### PROPERTY OWNER/APPLICANT INFORMATION:

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

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### SITE LOCATION:

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Township: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ Acres: \_\_\_\_\_ Parcel #: \_\_\_\_\_

#### USE OF FACILITY:

☐ Commercial ☐ Residential ☐ Other

#### TYPE OF PERMIT:

- ☐ New 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 - \$15
- ☐ Replacement of failed septic tank only - \$10
- ☐ Repair of existing system - \$225

#### 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.

**WATER SOFTENER:**

Utilizing a water softener? ☐ Yes ☐ No

If answered yes: Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

**Easements:**

Are there any utility easements on the property? ☐ Yes ☐ No

Are there any other easements on the property? ☐ Yes ☐ No

**REGISTERED SEPTIC INSTALLER INFORMATION:**

Installer Name: \_\_\_\_\_

Installer Address: \_\_\_\_\_

Installer Phone: \_\_\_\_\_ Installer Email: \_\_\_\_\_

**REGISTERED PROFESSIONAL ENGINEER:**

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 permit for construction.**



## **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

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

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

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

Robert Jones  
PO Box 31  
Carlisle, IN 47838  
Ph: (812)-398-2952

Darin Willis  
5646 Oak Ridge Dr  
Evansville, IN 47711  
Ph: (812)-893-0910



## *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