

# Permit Application Progress Guide

Onsite Sewage System  
Guide provided by: SCHD

1. Obtain a soil evaluation from an Indiana Registered Soil Scientist (IRSS). (see list) A copy of the soil evaluation will be sent to you, as well as, the SCHD. You will need to provide this evaluation to your chosen Registered Installer. **DISTURBING/ALTERING THE SOIL AFTER THE SOIL EVALUATION HAS BEEN COMPLETED MAY DEEM THE SITE UNSUITABLE AND REQUIRE RETESTING. YOU MUST PERMANENTLY MARK EACH SOIL BORING UNTIL INSTALLATION OF THE SYSTEM IS COMPLETE. IF BORINGS ARE NOT PERMANENTLY MARKED AND VISIBLE, A NEW SOIL EVALUATION MAY BE REQUIRED.**
2. Obtain an application packet from the SCHD and apply by submitting the following to the SCHD:
  - Completed application, signed by property owner (**with correct parcel number**). Incomplete applications will delay processing.
  - \$50.00 application fee (made payable to SCHD)
  - Copy of RECORDED property deed
    - **SPLITS/COMBINING PARCELS** – recorded deed and legal survey must be submitted to the Health Department **before** a Septic Permit will be issued
    - recorded legal easement if the house and system are not on the same parcel and not combining parcels
  - Copy of proposed floor plan and layout of the home (letter size 8.5x11) if bathtub(s) has jetted whirlpool, one copy of the tub specifications showing the gallon capacity is also required
3. After submissions are reviewed, the SCHD will issue MINIMUM specifications for an onsite sewage system. Specifications will be mailed to you in the envelope you have provided.
4. Select a Registered Septic System Installer from the current SCHD Registered Installer list.

5. Submit an onsite sewage system plan to the department for review. The plans must contain all applicable information required by the SCHED including but not limited to a complete set of plans of sufficient clarity, material/component check list, and trench detail if applicable.
6. The SCHED will review all submitted paperwork. After reviewing the plan, the SCHED will approve or deny the submitted plan.
7. Once submitted plans are approved, **the SCHED will conduct a site inspection of the approved plans provided the site has been mowed by the homeowner and design staked by Registered Installer.**
8. If the layout is approved, a permit for an on-site sewage system will be issued. If the layout is not approved, the Registered Installer will be contacted for revisions.
9. Once an on-site sewage system permit has been issued, you can apply for a building permit from the Spencer County Planning and Zoning Department.
10. A valid on-site sewage system permit is required before construction of an on-site sewage system can begin.
11. The Registered Installer shall notify the SCHED 48 hours prior to any covering of the underground portions of the system.
12. The SCHED may conduct inspections of all system components prior to covering and order any needed corrections. If the corrections are not or cannot be made, the permit may be revoked.

# SPENCER COUNTY HEALTH DEPARTMENT

## INDIANA REGISTERED SOIL SCIENTIST

### COULTER CONSULTING

Jack Coulter  
652 N 600 E  
Paoli, IN 47454  
812-723-2846  
800-881-0029

### SOIL TECH, INC

Dave S. Ralston  
5144 W Timberwood Drive  
Newburgh, IN 47630  
812-858-7003  
800-684-1358  
ralston@soiltech.com

### SOIL PROS PLUS LLC

Becky Langford  
Evansville, IN  
812-483-2544  
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Greg Orr  
Newburgh, IN  
812-430-4162  
[gorr@soilprosplus.com](mailto:gorr@soilprosplus.com)

*IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO PERMANENTLY MARK EACH SOIL BORING. IF SOIL BORINGS ARE NOT PERMANENTLY MARKED AND VISIBLE A NEW SOIL TEST WILL BE REQUIRED.*

### SOIL EVALUATION TIPS & RECOMMENDATIONS

- Boring area should cover a space of approximately 50' wide and 100' long
- Borings need to cover the upslope, downslope & middle of field bed, across the entire field bed
- Borings must be permanently marked
- Following these tips and recommendations will help reduce the possibility of requiring additional borings

The Spencer County Health Department is in no way endorsing any of the above listed scientist. We are simply providing a list of registered soil scientist we know to work in our area. If you would like more information regarding registered soil scientist visit <http://www.isco.purdue.edu/irss/index.html>.

Are you splitting a parcel? If so, see the steps below to obtain a Septic and Building Permit

- 100 ft of road frontage is required per Planning and Zoning. If this is not possible contact P & Z at 812-649-6010.
- The home and the septic system should be on the same parcel. If this cannot be achieved, then a **recorded** legal easement must be submitted to the Health Department.
- The deed with the split **must** be submitted to the Health Department **before** a Septic Permit will be issued.

Spencer County Plan Commission  
200 Main St. RM 12  
Rockport, Indiana 47635  
Telephone 649-6010  
Fax 649-6481

### Zoning Requirements for Building a Residence

Spencer County Zoning Ordinance Section 2.8-4 - In no case shall there be more than one residential building and its accessory buildings on one lot except a farm tenant dwelling may be erected on the same tract as the main farm dwelling.

Spencer County Zoning Ordinance Section 5.3 & 6.3 - No residential structure shall be erected unless said structure, when completed, shall have frontage on a street, as defined herein, and shall be in conformity with the following requirements; unless additional lot area is required to be in conformance with any federal, state or local health or environmental agency, or unless the requirements of the Subdivision Control Ordinance of Spencer County have been met.

	Minimum Width at Front Building Line (road frontage)	Minimum Net Site Area
If served by individual well or septic tank	100'	43,560 sq. ft. (1 acre)
If served by public or other approved community water or sewer system	100'	21,780 sq. ft. (1/2 Acre)

Spencer County Zoning Ordinance Section 5.4 & 6.4 - No building shall be erected for residential purposes having a floor area of less than seven hundred (700) square feet, exclusive of unenclosed porches, terraces, and garages.

If you have any questions, or need more information, please call the Plan Commission office at (812)649-6010. Forms and information are also available on the Plan Commission page of the County's website - [spencercounty.in.gov](http://spencercounty.in.gov).

Thank You,  
Kay Erwin  
Plan Commission Administrator

# Spencer County Health Department

## Application for Private/Residential Sewage Disposal System

Date of Application \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Mailing Address - Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

PROPERTY ADDRESS/Driving Directions \_\_\_\_\_

Parcel No. \_\_\_\_\_ Township \_\_\_\_\_

New Home \_\_\_\_\_ Replacement \_\_\_\_\_ Repair \_\_\_\_\_ Reconnection \_\_\_\_\_

Number of Bedrooms or Bedroom Equivalents \_\_\_\_\_ Size of Lot (acres) \_\_\_\_\_

Water Supply: Public  Private  Grinder Pump: Yes  No  Jetted Tub: Yes  No

*[This application will be considered pending until all of the above necessary information as determined by the health officer or his authorized agent has been provided by the property owner or his/her agent to the local health officer or designee. Completion of this application will not guarantee the issuance of a permit.]*

### NO CONSTRUCTION MAY BEGIN PRIOR to ISSUANCE of WRITTEN PERMIT.

I hereby agree that as consideration for the issuance of a permit for the construction of a private sewage disposal system as provided by 410 IAC 6-8.3, which regulates private sewage systems, that I will subscribe to and abide by the regulations governing the same.

I will notify the Spencer County Health Department for inspection and approval before covering the earth.

I fully acknowledge and agree that the Spencer County Health Department has made no representations as to the existence or non-existence of a public sewage system in the area of the above-described property and the responsibility for determining the availability of these services is left to the applicant.

I fully acknowledge and agree that the Spencer County Health Department has made no representations as to the accuracy of the property boundaries of the described property. The responsibility for determining these boundaries and location of the on-site sewage system within those boundaries is left to the applicant.

I, \_\_\_\_\_, the owner of the above listed property agrees to assume all responsibility for the proper installation, maintenance and operation of the system.

Date \_\_\_\_\_ Signed \_\_\_\_\_

*Note: Two (2) day advance notice is necessary before final inspection.* [Receipt No. \_\_\_\_\_]

**WARNING:**  
No guarantee is expressed or implied by the issuance or approval of this application. This application in no way guarantees the operation of the private sewage disposal system at the above referenced location, it only affirms that the system was applied to be installed according to prescribed standards.

# Spencer County Health Department

## Application for Private/Residential Sewage Disposal System

Apply by submitting the following to the Health Department:

- Completed application
- \$50.00 application fee (made payable to SCHD)
- Copy of property deed
- Copy of house plans (letter size 8.5x11)

NAME OF REGISTERED INSTALLER:

\_\_\_\_\_