



Tipton County Health Department

Health Officer Dr. Mary Compton, MD

## Tipton County Property Owner's/Installer's Guide to the On-Site Residential Sewage Disposal Permit Procedure

The following is a brief outline of the steps involved in obtaining an on-site sewage disposal permit. Please submit all of the requested information in a timely manner for plan review.

1. Soil Profile Analysis- Contact a registered Soil Scientist to conduct a soil profile analysis on your property. The Soil Scientist will schedule a site visit and perform three or more soil borings in the proposed septic system location. The completed Soil Profile Analysis will be submitted to both you and the Tipton County Health Department. A list of registered Soil Scientists is enclosed.
2. Septic System Spec Worksheet- Once the Soil Report is received by the Health Department, a Septic System Specification Worksheet will be prepared. This worksheet outlines the system requirements a licensed Septic Installer will use to design the appropriate system.
3. Septic Permit Application- To apply for a Septic Permit in Tipton County, the following items must be submitted:
  - A. Detailed property site plan. The site plan must be legible and clearly drawn.
  - B. A completed "Septic System Design Checklist." Additional details may be required for pressure/flood dosed or experimental systems
  - C. A completed "On-Site Materials List."
  - D. If a perimeter drain is required, provide proof of an acceptable outlet (e.g., stream, ditch, operating field tile, or other approved gravity outlet). If draining into a regulated drain, include a copy of the approved permit from the Tipton County Surveyor's Office.
4. Septic Permit- After all materials are approved, the Tipton County Health Department will notify the installer when the permit is ready. The permit may be picked up by the installer or homeowner, and the permit fee is due at that time. Construction may begin once the permit is issued.
5. Final Inspection- When construction is complete, the installer must contact the Health Department to schedule a final inspection. All parts of the system must be exposed for the inspection. Once the system is approved, it may be covered.
6. *Permits are void after 2 years*

For a timely review of your application, please adhere to the instructions provided.

Thank you,

David Galloway

Tipton County Environmental Health Specialist

## **Applying for a Septic Permit: What to Expect**

1. Select and contact a septic installer from the list provided. Only licensed septic installers may install septic systems in Tipton County.
2. Select and contact a soil consultant from the list provided.
3. Get the soil tested. Try to arrange a meeting with both the septic installer and the soil consultant with you at the prospective site. A copy of the soil report will be sent to the TCHD.
4. The Health Department will review the soil report and issue a minimum requirements worksheet (spec sheet) to the home owner. The spec sheet will need to be given to the installer so they can design the system.
5. Submit a completed application for approval with a proposed design of the system (this is usually done by the septic installer).
6. Additional forms may be required, such as a written recorded easement or a covenant and release.
7. After review and approval of application and design, a septic permit may be issued after collection of payment of the required fee.

### **AFTER SEPTIC PERMIT HAS BEEN ISSUED**

8. If for any reason, revisions or alterations need to be made, a new septic design must be submitted and approved before any construction on the septic system begins or continues.
9. The following must remain open or available for inspection:
  - a. The entire last absorption trench,
  - b. The entire manifold and distal ends of every trench,
  - c. The distribution box and all pipes going into and out of it,
  - d. The solid pipe extending from the distribution box,
  - e. The septic tank riser and pipes going into and out of the tank,
  - f. The perimeter drain corners and outlet connection,
  - g. The residential sewer pipe from the house.

**THIS IS NOT A SEPTIC PERMIT**

# Basic Minimum Requirements for a Residential On-Site Sewage Disposal System in Tipton County for Homeowners

## A. Minimum Septic Tank Size:

<u>Number of Bedrooms</u>	<u>Capacity (Gallons)</u>
Three	1000
Four	1250
Five	1500
Five +	1500 + 150 per room over 5

- B. Septic tanks shall not be used for the disposal of water from roof drains, foundation drains, swimming pool main drains, hot tub drains, or area drains. Neither shall they be used for the disposal of chemical wastes in quantities which would pollute ground water or inhibit solids from settling or digestion in the tank.
- C. All subsurface absorption fields and septic tanks shall be located in accordance with the distances shown below.

<u>Minimum Distance in Feet from Septic Tank &amp; Absorption Field</u>	
Well	50ft
Public Water Supply	200ft
Water Lines	50ft
Lot Lines	10ft
Streams, Ditches, Drain Tiles	25ft
Storm Water Detention Area	25ft
Pond, Retention Pond, Reservoir	50ft

- D. No single absorption field line shall exceed 100ft in length.
- E. Minimum trench width is eighteen (18) inches with a maximum width of thirty-six (36) inches. The trench depth shall be determined on septic system worksheet.
- F. There shall be a minimum separation of seven and one half (7½) feet on center between absorption field trenches.
- G. A distribution box (D-box) or a series of D-boxes shall be installed between the septic tank and the absorption field. The D-box must be baffled; an elbow may be used.
- H. In order to provide equal flow distribution in gravity feed trickle flow subsurface soil absorption system, each absorption trench must be individually connected to a D-box. No perforated pipe shall begin within five (5) feet of the D-box.
- I. All residential septic tanks must be installed with an access manhole (riser) at least eight (8) inches in diameter extending to the ground surface and fitted with a safely secured, gas-tight cover. Below this riser, the tank must have a cap or plug to prevent a child from accidentally falling into the septic tank.
- J. Newly installed tanks must be fitted with an effluent filter.

# Septic System Design Checklist

## 1. OWNER & LOT INFORMATION

<input type="checkbox"/> Owner Name & Phone Number	<input type="checkbox"/> Date
<input type="checkbox"/> Owner Address	<input type="checkbox"/> Installer Name
<input type="checkbox"/> Site Location (if different)	<input type="checkbox"/> Installer Contact Info
<input type="checkbox"/> North Indicator	(phone, email, & address)
<input type="checkbox"/> Any Easement Documents	

## 2. SITE INFORMATION

- Location and distances for the following: buildings, foundations, pools, driveways, etc. (10'), private water supply or geothermal well (50'), property lines (5'), commercial water supply or geothermal well (100'), public water supply, lake, or reservoir (200'), pond, retention pond, lake (50'), storm water detention area (25'), rivers, streams, ditches, drainage tiles (25'), water lines continually under pressure (10'), suction water lines (50'), private well abandoned (10'), cemetery (100')
- Drainage outlet location and size (include distance)
- Soil boring locations and numbers
- Slope (contours and direction)
- Right away (existing and proposed.)

## 3. SYSTEM INFORMATION

- Perimeter drain location, dispersal and depth. Segment drain if needed
- Cross sectional drawing of trenches
- Manufacturers specs on tanks and distribution boxes
- Pump model and curve information (if applicable)
- Presby sizing sheet (if applicable)
- Pipe specs (ASTM numbers for all pipes, slope, pipe diameter, and pipe length)

## 4. OTHER INFORMATION TO INCLUDE

- Separation distances between house and septic tank, between septic tank and distribution box, and between distribution box and closest lateral.
- Distance between laterals
- Distance between laterals and drain
- Drain connection Approval Letter from County Surveyor (if accessing county legal drain)
- Completed on-site materials list – attached
- Signed septic permit application – attached
- Elevations may be included – could avoid delays during review or inspection.

# Indiana State Registered Soil Scientists for the Tipton County Area

Updated 06/03/2020

## Thomas F. Adams

Professional 72, **Available**

Adams Environmental Corp.

PO Box 3206

Anderson, IN 46018

Work Telephone: 888-335-0661 or  
(toll-free) 877-377-4743; Fax: 765-609-  
7812;

Email: [adamssoilseptic@gmail.com](mailto:adamssoilseptic@gmail.com)

## Vicki Adams

Professional 132, **Available**

Adams Environmental Corp.

PO Box 3206

Anderson, IN 46018

Work Telephone: 888-335-0661; Other  
Phone: 765-609-7810;

Email: [adamssoilseptic@gmail.com](mailto:adamssoilseptic@gmail.com)

## Lewis B. Flohr, III

Professional 22, **Available**

629 E. State Road 26

Frankfort, IN 46041-7702

Work Telephone: 765-258-3344; Toll-  
Free: 800-368-3235; Fax: 800-368-  
3235; E-mail: [lflohr@geetel.net](mailto:lflohr@geetel.net)

## Larry Huber

Professional 47, **Available**

HMEC Inc.

4600 W US Hwy 6, P.O. Box 249

Union Mills, IN 46382

Toll Free: 800-477-0275; Fax: 219-  
767-2503;

Email: [lhuber51@yahoo.com](mailto:lhuber51@yahoo.com)

## Debra A. Jimison

Professional 55, Not Available

Soil and Water Investigation, Inc.

26500 Sturdy Oak Drive

Elkhart, IN 46514

Work Telephone: 574-612-6622;

Email: [drtjm09@yahoo.com](mailto:drtjm09@yahoo.com)

## Mark S. McClain

Professional 79, **Available**

CPSS/CPSC/CPESC/RPSS-IN/PWS

SOILS1® Soil Science Experts

10740 Cheryl Court

Carmel, IN 46033

Cell: 765-212-7645 (SOIL);

Email: [mmcclain1313@gmail.com](mailto:mmcclain1313@gmail.com)

[www.linkedin.com/in/marksmcclain/en](http://www.linkedin.com/in/marksmcclain/en)

## Michael L. Wigginton

Professional 62, **Available**

Minnehaha Soil Consulting LLC

8425 W 85th Street

Indianapolis, IN 46278

Work Telephone: 317-297-8679;

Email: [mlwiggin@sbcglobal.net](mailto:mlwiggin@sbcglobal.net)

## Thomas Ziegler

Professional 33, **Available**

Ziegler Soil Consulting, Inc.

42 Canyon Creek Circle

Lafayette, IN 47909

Work Telephone: 765-474-3041; Toll-  
Free: 800-621-4400; Fax: 765-474-  
7741;

Email: [ThomasRZiegler@aol.com](mailto:ThomasRZiegler@aol.com)

## 2026 Licensed Septic Installers-Tipton County

### **Earthworks**

Rick Wood  
11503 N 100 E  
Alexandria, IN 46001  
765-208-1515

### **Seward's Excavating**

Joe Seward  
102 E 1<sup>st</sup> St  
Fowlerton, IN 46930  
765-948-4040

### **B&B Earthworks**

Kent Boyer  
4313 S 125 W  
Tipton, IN 46072  
765-437-7211

### **Blazer Excavating**

Richard Blazer  
2304 E 300 S  
Kokomo, IN 46902  
765-453-5615

### **Hogwood Construction**

Jeff Hogwood & Craig Hogwood  
136 Dearborn  
Arcadia, In  
765-860-3737

### **Dorsey Excavating**

Roscoe Dorsey  
PO Box 362/ St Rd 13  
Pendleton, IN 46064  
317-339-8050

### **Herschberger Excavating LLC**

Wilbur Herschberger  
4154 E 950 S  
Amboy, IN 46911  
765-480-9627

### **Smith Septic & Well Pumps**

Evan Smith  
4849 S 500 E  
Tipton, IN 46072  
765-860-4227

### **Alliance Excavating & Demolition**

Brock R Smith  
6454 S 750 W  
Russiaville, IN 46979  
765-883-1172

### **Unique Lawn Care**

Michael Terry  
3563 N 200 W  
Sharpsville, IN 46068  
765-437-6133

**20/20 Excavating Specialists**

Steve Hartley  
6632 E 266<sup>th</sup> St  
Arcadia, IN 46030  
317-260-3780

**1 Pro Environmental**

Alan Perry  
651 S 725 W  
Tipton, IN 46072  
317-409-3225

**Onpoint Septic & Excavating**

Brent Moon  
4854 E 750 N  
Kirklin, IN 46050  
317-370-1957

**Xtreme Excavating LLC**

Craig Newcom  
5415 S 800 W  
Tipton, IN 46072  
765-860-3114

Paid \$ \_\_\_\_\_

## TIPTON COUNTY HEALTH DEPARTMENT

101 E. Jefferson St. Tipton, Indiana 46072

Phone 765-675-8741 Fax 765-675-6952

Permit # \_\_\_\_\_

**Application for Approval of an On-Site Sewage Disposal System**

**Type of Installation:**  New (\$200.00)  Replacement (\$150.00)  Repair (\$150.00)  
 New Commercial (\$400.00)  Repair/Replace Commercial (\$300.00)  
 Gravity  Flood Dosed  Holding Tank  
 Pipe and Gravel  Chamber  Presby  ATL  Sandmound

<b>Property Owner</b>		<b>Site Location</b>	
Name _____	Address _____	Address _____	City _____ State _____ Zip _____
City _____	State _____ Zip _____	City _____	State _____ Zip _____
Phone _____ or _____		Township _____	T _____ N _____ R _____ E _____
Email _____		Part of the _____ $\frac{1}{4}$ of the _____ $\frac{1}{4}$ of the _____ $\frac{1}{4}$	
<b>Septic Installer</b>		Subdivision _____	
Name _____	City _____	Lot # _____	Acres _____
Address _____		Parcel Number _____	
Phone _____ or _____			
Email _____			

**Type of Building:**  Residential  Single Family Dwelling  Dual Family Dwelling  
 Commercial  Mobile Home Park  Restaurant  Campground  
 Grocery Store  Apartments  Church  
 Motel  Daycare  School

**Manufacturers:** Septic Tank: \_\_\_\_\_ Size \_\_\_\_\_ gal.  
 Dosing Tank: \_\_\_\_\_ Size \_\_\_\_\_ gal.  
 Chamber System: \_\_\_\_\_ Model # \_\_\_\_\_  
 Effluent Filter: \_\_\_\_\_ Brand \_\_\_\_\_

**House Plan:** Number of Bedrooms: \_\_\_\_\_ Number of Jetted Tubs (>125gals) \_\_\_\_\_  
 Public Water Supply  Existing Well  Proposed Well

**Absorption Area:** # of Trenches \_\_\_\_\_ Length of Trenches \_\_\_\_\_ Depth of Trenches \_\_\_\_\_ SAF Sq. Ft. \_\_\_\_\_  
 Type of system: Elevated \_\_\_\_\_ Sub Surface \_\_\_\_\_

*I, the undersigned, affirm that the above information and/or representations are true, and I do certify that the On-Site Sewage Disposal System will be installed to meet the State requirements Rule 410 IAC 6-8.1, and requirements of Tipton County Health Department.*

Date \_\_\_\_\_

Applicant/Agent Signature \_\_\_\_\_

I hereby issue a permit for the installation of an On-Site Sewage Disposal System for the above-mentioned location as prescribed by the Indiana State Dept. of Health Rule 410 IAC 6-8.3 and Tipton County Septic Ordinance.

Date \_\_\_\_\_ Sanitarian: \_\_\_\_\_ Health Officer: \_\_\_\_\_

**This Tipton County Septic Permit, when issued, is valid for Two (2) years or until the septic has been inspected and approved by Tipton County Health Department, whichever comes first.**

I have this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ inspected the On-Site Sewage Disposal System at the above-mentioned location and find it to be in compliance with the Rules and Regulations of Indiana State Dept. of Health and Tipton County Health Department.

Sanitarian's Signature: \_\_\_\_\_