



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 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 & 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

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

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

Larry Huber

Professional 47, **Available**
HMESC 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

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

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
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: mlwigginton@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

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 1st 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 266th 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

Permit # _____

101 E. Jefferson St. Tipton, Indiana 46072

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

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

Property Owner	Site Location
Name _____	Address _____
Address _____	City _____ State _____ Zip _____
City _____ State _____ Zip _____	Township _____ T _____ N _____ R _____ E
Phone _____ or _____	Part of the _____ 1/4 of the _____ 1/4 of the _____ 1/4
Email _____	Subdivision _____
Septic Installer	Lot # _____ Acres _____
Name _____	Parcel Number _____
Address _____ City _____	
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: _____