



WAYNE COUNTY
Health Department
Where Caring Meets the Community

100 S. 5th Street
Richmond, IN 47374
765-973-9245
www.co.wayne.in.us
David Jetmore, M.D., Health Officer

How to obtain a Residential On-Site (Septic) Permit

DISCLAIMER FOR SYSTEM IN NEED OF REPAIRS NOT REPLACEMENT

SYSTEMS THAT NEED A REPAIR MAY NOT NEED A SOIL EVALUATION PERFORMED. CONTACT THE WAYNE COUNTY HEALTH DEPARTMENT IN THE EVENT YOUR SYSTEM NEEDS A REPAIR OF A COMPONENT TO VERIFY WHETHER YOU ARE REQUIRED TO OBTAIN A SOIL EVALUATION.

NEW HOME CONSTRUCTION, SYSTEM REPLACEMENT, or REPAIR

- **SOIL EVALUATION-** Contact a certified and registered IRSS (Soil Scientist) to perform a soil profile analysis on your property, in the area where the soil absorption field (SAF) will be constructed. If this area proves unsuitable subsequent testing will be required. The Soil Scientist will provide the report to the Wayne County Health Department. A soil report is valid for two years. After two years, the soil scientist who performed the analysis must make a site visit and submit an affidavit that the site has had no alterations by ways of fill, excavations, scalping, compaction, rutting, or anything that would affect the functioning of the septic system.
- **APPLICATION-** A paper application may be picked up in the office or an application can be found on our website. An application must be submitted and paid for before a review of a soil evaluation will be conducted.
- **TECHNICAL DATA SHEET-** The Wayne County Health Department will provide a technical data sheet based on the information and the findings from the soil evaluation. This will assist the property owner and contractor in knowing what system will need to be designed and installed.
- **LETTER OF REQUIREMENT (LOR)-** The Health Department will also provide a design requirement for the design. Depending on the project, this list may not be all-inclusive.
- **SYSTEM DESIGN-** A detailed system design must be submitted and paid for to the Health Department for review. The design must contain all specifications stated in the LOR. Any plans not clearly detailing all aspects of the LOR will be returned to the designer for revisions. No system design will be approved if it does not contain every aspect of the requirements and does not meet the requirements of 410 IAC 6-8.3.
- **PERIMETER DRAIN OUTLET LOCATION-** If your system requires a perimeter drain, before the issuance of a permit, an acceptable outlet must be identified. Acceptable outlets include a subsurface drainage tile that is proven to be functioning properly and will be able to handle the additional drainage, a natural water course, a drainage ditch, or a stream or river. If a tile is to be used: it must be excavated, proven to be properly functioning, an exact elevation obtained and inspected by the Health Department. If the outlet is not on the property where the sewage

is generated, an easement must be obtained and properly recorded before the issuance of the permit.

- **DESIGN APPROVAL-** Before the design is approved, all components of the system must be laid out on site. Components include residential sewer line, inlet, and outlet of all tanks, d-box, ends, and middles of each trench, corners of SAF, corner of perimeter drain, the outlet of drain if the drain is making a connection to a field tile, the tile must be open and exposed and shown to be flowing, as well as anything else the Health Department deems necessary. This can be achieved by flags or spray paint.
- **SEPTIC PERMIT-** If all requirements of the permitting process are met and fees have been paid, then a permit for the on-site sewage disposal system will be issued. If at any time there are to be changes to the design of the approved system, an approval in writing must be issued by the Health Department. The permit is valid for one year.
- **PRIOR INSPECTION-** Before work is to be performed on the permitted system, an onsite meeting must be scheduled with the Health Department. This is to confirm that the installer has all the correct information and design specifications.

All Contractors must be registered with the Wayne County Health Department before installing, repairing, or replacing a septic system.

Cost:

New Construction Permit- \$400

Replacement Permit- \$300

Repair Permit- \$100

House Plans must accompany all new construction designs, the design will not be approved without house plans.

A registered contractor and soil scientist list and an application can be found on our website at:

<https://www.in.gov/localhealth/waynecounty/environmental-health/on-site-sewage/>