



WAYNE COUNTY  
**Health Department**  
Where Caring Meets the Community

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# How to get a Residential On-Site (Septic) Permit in Wayne County?

## DISCLAIMER FOR SYSTEM IN NEED OF A REPAIRS NOT REPLACEMENT

SYSTEMS THAT ARE IN NEED OF 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 OR SYSTEM REPLACEMENT

- **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 that 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 effect the functioning of the septic system.
- **APPLICATION-** An application, available online at [www.co.wayne.in.us](http://www.co.wayne.in.us), must be submitted, 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 in knowing what system that 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 to the Health Department for review. The design must contain all specification 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, prior to 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, 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 prior to the issuance of the permit.

- **DESIGN APPROVAL-** Prior to the design being approved, all components of the system must be laid out onsite. 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, 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 by 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.