

Parke County Health Department
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Information Packet for Obtaining a Permit for an On-Site Sewage Disposal System

The following steps are required in order to obtain a permit for both Commercial and Residential On-Site Sewage Disposal Systems in Parke County. Design specifications and approval are also required from the Indiana State Department of Health for all commercial systems installed in the state.

1. A soil evaluation must be completed by a professional soil scientist registered with the Indiana Registry of Soil Scientist. A report of this soil evaluation must be submitted to the Parke County Health Department. A list of soil scientists in our area is provided with this packet.
2. The Parke County Health Department will issue "System Requirements." This is **NOT** the permit.
3. A design of the proposed on-site system must be prepared by a system installer. A copy of the system design plans and material/component checklist must be submitted to the Parke County Health Department.
4. Submit a complete septic permit application and pay the applicable permit fee.
 - a. Provide one (1) copy of the floor plan (if new construction.)
 - b. Provide a copy of the deed with full legal description.
 - c. Provide a copy of recorded easement (if applicable.)
5. The Parke County Health Department reviews the system design, performs an on-site evaluation (field must be staked and protected), and if in compliance with 410 IAC 6-8.2 may issue septic permit.
 - a. An on-site sewage disposal permit must be issued by the Health Department prior to the installation of the system and prior to obtaining a construction permit from the Parke County Planning and Zoning Office. The permit fee for all residential on-site systems is \$75.00. The permit fee for all commercial on-site systems is \$100.00. Permits are good for one (1) year.
6. The issued permit must be kept on the job site while work is being performed.
7. Upon completion of all the steps the septic system may be installed. A final inspection conducted by the Parke County Health Department will be completed and a copy will be provided for the homeowner, installer, and a copy will be kept on file in our office.
 - a. The septic contractor must notify the Parke County Health Department 48 hours prior to excavation/installation.