



Procedure for Acquiring a Septic Permit

1. Determine if a soil evaluation is necessary.

- All new building requires a soil evaluation by a qualified soil scientist.
- Repair/replacement to an existing sewage treatment system may require a soil evaluation. This will depend on the amount of area that is available for the repair (contact this office or a registered septic installer if you are unsure).

All soil evaluations must be conducted by a soil scientist. The soil scientist is an independent contractor. Attached you will find a list of members of the Association of Ohio Pedologist, who are qualified soil scientists. They must be contacted by the property owner or a representative to arrange for the soil evaluation. Soil scientists charge a fee to perform a soil evaluation. Once the soil evaluation is complete, the soil scientist issues a report to the applicant.

2. A site review form should be completed by the property owner and submitted to the health department with applicable fee, soil evaluation report (*if applicable*), tax map and house plans. (*Tax map and house plans are only required for new building.*) If an appointment is required to coordinate the site review by health department personnel, please indicate so.

After the above is received, a site review of the property will be conducted by this office and the results will be sent to the applicant. When approval has been given in writing it shall be valid for five years from the date of the approval provided there are no changes to the site conditions or the design of the system, including the sewage source.

3. A design of the system must be prepared and submitted to this office for approval. The design must be prepared by persons capable of reviewing the soil evaluation, site review, site conditions, information provided by the homeowner, and the rules in the Ohio Administrative Code Chapter 3701-29, to facilitate the choice of an appropriate and site specific system.

4. A permit to install a sewage treatment system may be applied for by the property owner or a licensed septic installer after all of the above items have been completed. **A permit is required to be issued prior to the installation of the sewage treatment system.**

All new building- we highly recommend you complete the above steps **prior** to any disturbance of the property. Clearing brush/removing trees, or any other type of grading, cutting or filling in the proposed septic area could cause the soil to be disturbed and unusable.

Call 1-800-362-2764 or 8-1-1 before you dig: It's the law!

By law, everyone MUST contact the Ohio Utilities Protection Service, 1-800-362-2764 or 8-1-1, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.