

STEUBEN COUNTY SEPTIC PERMIT PROCESS

I. Soil and Site Evaluation

1. Information provided to owner by Health Department
 - A. Health Department has list of acceptable soil scientists
 1. Applicant contacts soil scientist
 - B. Applicant receives site evaluation questionnaire
2. Soil Scientist
 - A. Appointment scheduled with Health Department
 - B. Health Department staff will be present on-site
3. On-Site Soil Evaluation
 - A. People present at site to include owner, Health Department, soil scientist, and prospective installer, if requested.
 - B. Considerations when choosing optional area for system
 1. Owner's preference and future plans for site
 2. Slope and landscape position
 3. Easements
 - a. Utilities
 - b. Right-of-ways
 - c. Property development
 4. Possible drainage outlets for perimeter drain
 5. Flood plain
 6. Separation distances
 - a. Dispersal areas downslope of system
 - b. Wells
 - c. Lakes/Ponds
 - d. Ditches/Tiles
 7. Area for alternate/set aside for future absorption field
 - C. Flag off area for absorption field to prevent damage to site.
 1. Site that has been damaged by construction traffic after evaluation may be rejected
 2. Soil scientist may be required to reevaluate site if damaged by construction

- D. Written soil Scientist report
 - 1. Generated on site
 - 2. Copy mailed to owner/Health Department (normally within two weeks)
- 4. Minimum Requirements Data sheet generated by Health Department.
 - A. Required information
 - 1. Soil report
 - 2. Site evaluation questionnaire
 - B. Data sheet will be mailed within 10 working days.

II Permit Application by Owner/Agent

- A. Application form (Government and Health Department)
- B. Survey of property or plat plan if recorded.
- C. Scale site plan
 - 1. Location of all structures (house, garage, decks, etc.),
 - 2. Location of benchmark
 - 3. Spot elevations and contours, minimum of three readings per trench. Concentrated primarily in area of absorption field
 - 4. Slope and direction in area of absorption field
 - 5. Location of all soil borings
 - 6. Location and elevations of all system components (including drainage system, if required), and location of well/water supply
 - 7. Location of dispersal area, and future set-aside area
- D. System Design Requirements (checklist available)
 - 1. Specifications of all system components
 - 2. Cross sectional drawings of components
- E. House Floor Plans
 - 1. Show all levels of house
 - 2. All rooms detailed and labeled
 - 3. Show any future additions or finished basements

F. Drainage map and detail (if required by site evaluation)

G. List name of preferred sewage contractor/well driller.

III Approval of paperwork by Health Department for Permit Issuance

- A. Plan review completed and permit approved or denied within 45 days per IC 16-41-25-1.
- B. Review of entire file for completeness and accuracy
- C. Contact sewage contractor/well driller with questions
- D. Owner notified that plans have been approved.
- E. Owner given plan approval sheet to obtain signatures of sewage contractor and well driller that both have reviewed the approved plans and accept locations provided, and that components will be installed as approved.

IV Septic Permit

- A. Appointment set for obtaining permit
- B. Plans explained/any corrections made
- C. Information packet given regarding septic system function, care, maintenance
- D. Permit fee paid by owner
- E. Cardboard site permit issued
- F. Written permit signed by all parties
- G. Copies distributed

V Wetness Conference Requested by Installer When Ready to
To Install Absorption Field

- A. Soil sufficiently dry - OK to install
- B. Soil remains formed and does not crumble when rolled
between palms of hands to 1/8" ribbon - too wet to
install, will recheck as necessary.

VI Request for System Inspection

- A. Permittee shall notify the Health Department when
the the work is ready for final inspection; allow
48 hours or two working days for inspection before
any subsurface portions are covered.
- B. Installer may notify the Health Department as the
permittee's agent, but final responsibility rests
with permittee.
- C. Every effort will be made to inspect system or
components as soon as possible.

VII Inspection of the System as Requested by
Installers/Permittee

- A. At completion of each component
- B. At completion of entire system
- C. Final

VII Permit Signed upon Satisfactory Completion of the
System

- A. Original retained by Health Department
- B. Copy to permittee
- C. Copy to installer