

ENVIRONMENTAL HEALTH DIVISION

SEPTIC SYSTEM PERMIT PROCEDURE GUIDE

If you have purchased or are purchasing property requiring an onsite sewage disposal system, it is necessary to obtain a private sewage disposal system permit from the Elkhart County Health Department's Environmental Health Division prior to obtaining a building permit. It is advisable to check the property's suitability for onsite sewage disposal prior to purchase of the property. Have soil borings provided by an Indiana Registered Soil Scientist (IRSS) in the location selected for the septic system absorption field installation. A list of local providers is maintained at the Environmental Division Service center. A link is provided to the IRSS website to view the entire roster.

1. All new construction permits begin with a **Zoning Clearance**. Please request the clearance number from the Planning/Building Department prior to checking with us.
2. Submit the soil report completed by the soil scientist to this office in order that we may provide minimum requirements for the site in regard to system type and size. This information will be used to prepare a system design drawing by your contractor or system design professional. This "to scale" drawing is to accompany the application for permit.
3. **The completed, signed application*** must be accompanied by the following:
 - 1) **The Zoning Clearance number** (if new construction) from the Planning/Building Department.
 - 2) **The appropriate fee: \$190.00** for residential and commercial systems.
 - 3) **A "TO SCALE" system design** showing property lines, easements, pools, out buildings, house location, well location, septic location, and other items specified on the onsite evaluation/soil boring report and system design checklist.
 - 4) **One set of floor plans**. All finished or unfinished floors including basements, basement plumbing plans and future plans (these can be returned with your approved septic permit).

PLEASE NOTE: Incomplete applications will **not** be accepted. If there are any questions about these requirements, please call for clarification.

4. All system design plans must be drawn "to scale" and are reviewed in the order they are received. **We will contact the applicant when the permit is ready or if corrections must be made to the plan prior to being approved.**
5. Once system design plans are submitted, **a minimum of three business days** are required for review dependent upon workload. At the time of application, the entire septic system absorption field area should be roped off or fenced to protect the site from vehicular traffic. The permit will not be released until such protective measures are verified to be in place, particularly for Elevated Sand Mounds. **Erroneous or omitted information on applications delay all work.**
6. All changes or additions to approved plans must be authorized by this office prior to construction. Failure to do so may result in permit revocation.
7. Approved permits will be released only to the individuals listed on the application as owner or applicant. **We will call the applicant when your permit is ready for pick up.** We will release the permit to other parties only with prior approval from the applicant or owner.
8. Well location should be clearly marked on the site and a copy of the approved site plan should be provided to the well contractor.

NOTE: An approved system design drawing with signatures is attached to the permit card, this is the only authorized plan to be used to construct this system.