

HOW DO I GET MY SEPTIC PERMIT?

WELLS COUNTY HEALTH DEPARTMENT

Environmental Health Specialist

223 West Washington Street, Bluffton, IN 46714

Telephone: 260-824-6491 Fax: 260-824-8803

Thank you for your interest in Wells County. Whether you are building a new home, remodeling your existing home or repairing an ailing septic system, a properly functioning septic system will increase the value of your home and benefit your neighborhood, our community and the environment.

Please read through the *entire* packet of information and then start through the process. Mark off each step as you complete it. If at any time you need assistance, please call or e-mail. If you are having trouble deciding on a builder, installer, home manufacturer, etc., ask someone who has recently built. People love to talk about their new homes and so will you.

IMPORTANT ITEMS TO KNOW... before you get started!

THE ISSUANCE OF A SEPTIC PERMIT IN NO WAY WARRANTIES THE FUNCTION OF THE SYSTEM. THE PERMITTEE IS ULTIMATELY RESPONSIBLE FOR THE MAINTENANCE AND OPERATION OF THE SYSTEM.

Construction of any kind may not begin until the septic permit is issued. The Health Department must be notified before any component of the system is installed and when it is ready for inspection. The area for the system must be protected from damage during the construction of the system, residence, accessory building, and etc. If the site shows any signs of ruts or compaction from construction traffic, the site must be re-evaluated for damage by a soil scientist before the installation of the system. The area should be roped-off and flagged to alert construction crews to avoid the area.

THE SEPTIC PERMIT IS REQUIRED IN ORDER TO OBTAIN THE BUILDING PERMIT FROM THE AREA PLAN COMMISSION.

STEP I: SOIL EVALUATION AND SITE EVALUATION FORM

1. REVIEW INFORMATION from the Health Department

- Step by step procedure of the septic permit process
- Wabash Recessional Moraine information
- List of soil scientists consulting for residential sites in Wells County and a List of registered septic installers
- Site evaluation form - **This form must be completed by the prospective homeowner and submitted to the Health Department in order to have the soils report reviewed. THIS IS NOT THE APPLICATION FOR THE SEPTIC PERMIT.**

2. CONTACT THE SOIL SCIENTIST

- Due to the nature of their work, the soil scientists can get backlogged with appointments. *Contact them as soon as possible*
- If you have already selected an installer, you may want to contact them before contacting the soil scientist. Some installers work with a particular soil scientist and may even set the appointment for you
- The soil scientist must be registered with the Indiana Registry of Soil Scientists (IRSS)

3. THE SOIL SCIENTIST APPOINTMENT is the first *critical* step in the process. **THE EXACT LOCATION OF THE SEPTIC SYSTEM WILL BE DETERMINED.**

What is my part in the site evaluation?

- You, your spouse and any other person who will make the final decision about the location of the house, pond, out building, and etc should be onsite. These lot features may be subject to change based upon the best location for the septic system.

Who and what else need to be there?

- The installer with a backhoe or skid loader, and laser. **THE SEPTIC SYSTEM CANNOT BE LAID OUT WITHOUT A LASER OR TRANSIT**
- The builder could be helpful, but is not required
- Health Department is helpful, but only required on the Wabash Recessional Moraine

Considerations when choosing the optimal location for the septic system:

- Homeowner's preference and future plans for the site
- Easements: Right-of-way, Utility, Property, *Legal Drain, etc.
- Flood Plain and Flowage Easement (relates to a reservoir)
- Location of Perimeter Drain Outlet
 - ✓ Contact local farmers for information about private tile in the area
 - ✓ Obtain permission to connect to these tile for the perimeter drain outlet – the installer is instrumental when dealing with tile

- Separation distances from the septic system:
 - ✓ 50 feet from all residential wells and ponds
 - ✓ 100 feet from all commercial wells
 - ✓ 5 feet from lot lines
 - ✓ 10 feet from buildings, pools, foundations, roads, slabs
 - ✓ 75 feet from legal drain
 - ✓ Area for alternative septic system absorption field if a failure occurs
- Septic area should be flagged **AND ROPED OFF** to prevent damage to the site
- Written soil scientist report is mailed directly to you and the Health Department.

4. MINIMUM REQUIREMENT LETTER

- Will be generated by the Health Department after receiving all required information:
 - ✓ Site Evaluation Form
 - ✓ \$25.00 Site Evaluation Administration fee
 - ✓ Soil report from the soil scientist including the lab data
 - ✓ Supporting written and verbal statements from the soil scientist may be required when soil report and/or lab data confirms high clay content soils.
- The Minimum Requirement Letter will be generated within 10 working days *from receipt of ALL required information*
- Septic Permit Application will be sent to the homeowner with the Minimum Requirement Letter

5. SELECT AND/OR CONTACT THE INSTALLER

- Registered Installer from the current Wells County List
- Instruct any installer not currently registered to contact the Health Department to obtain registration information
- They will need a copy of the minimum requirements in order to design the septic system

STEP II: PERMIT APPLICATION

1. COMPLETE SEPTIC CONSTRUCTION PERMIT APPLICATION

- Instructions for the completion of the Septic Permit Application are on the back side of the document.

2. SUBMIT COMPLETE APPLICATION AND ATTACHMENTS FOR PERMIT APPROVAL

Health Department will:

- Review the entire file for completeness (*Permit application considered complete when ALL items have been fulfilled*) and accuracy
- Contact appropriate parties if any additional information is required
- Notify parties of permit approval
- Permit may be mailed or picked up at the homeowner's discretion

Step III: INSTALLATION OF THE SYSTEM

1. WETNESS CONFERENCE REQUESTED BY THE INSTALLER WHEN HE IS READY TO INSTALL THE SYSTEM.

- Soil sufficiently dry – install system
- Soil remains formed and does not crumble when rolled between the palms of the hands to 1/8” ribbon – system will be checked periodically when prudent
- IT IS THE RESPONSIBILITY OF THE INSTALLER TO CHECK THE SYSTEM FOR WETNESS. THE INSTALLER WILL CONTACT THE HEALTH DEPARTMENT WHEN IT APPEARS THE SOIL IS DRY ENOUGH FOR INSTALLATION

2. REQUEST FOR SYSTEM INSPECTION – (THE ULTIMATE RESPONSIBILITY FOR SYSTEM INSPECTION LIES WITH THE HOMEOWNER)

- Permittee/owner shall notify the health department when the work is ready for final inspection
- The installer may notify the health department as the owner’s agent, but the final responsibility lies with the owner
- Pictures may be submitted, with prior notice to the health department, in the event the health department is unable to inspect the system within 2 working days
- Every effort will be made to inspect as soon as possible at the request of the installer
 - ✓ At completion of each component
 - ✓ At completion of the entire system
 - ✓ Final cover – The soil placed by the installer shall not be removed or re-graded in a manner that would hinder the shedding of surface water on or around the system.

5. PERMIT SIGNED UPON SATISFACTORY COMPLETION

Wells County Health Department

223 W. Washington Street
Bluffton, IN 46714
Phone: 260-824-6489, Fax: 260-824-8803

**THIS IS NOT THE
PERMIT
APPLICATION**

Receipt No. _____ Date: _____

Copy

SITE EVALUATION FORM Fee: \$25.00

Complete this form to the best of your ability. Anything you don't know, leave blank. If the information is necessary, I will ask. This form must be submitted before the soil report can be processed.

Name _____ Home phone _____

Current address _____
City State zip

Email _____

Best times to contact: _____

Please list the name, address, telephone #'s, and/or email of the main contact person. _____

Site Information TO BE EVALUATED FOR: New Repair Expansion Replacement Other _____

TOWNSHIP _____ SECTION _____, TOWNSHIP _____ N, RANGE _____ E PROPERTY SIZE _____

ADDRESS OF OR DIRECTIONS TO PROPERTY _____

CURRENT LAND USE: Agriculture Wooded Other _____ Current vegetation _____

POSSIBLE DRAINAGE OUTLETS _____

Dwelling Information

NUMBER OF BEDROOMS _____ (If a room "looks" like a bedroom but you are going to use it another way, it's still considered a bedroom)

GARBAGE DISPOSAL Yes or No JETTED BATHTUB Yes or No If yes, list gallons _____ (specification sheet required for the permit)

BASEMENT: Yes or No IF YES: Finished / Unfinished BATHROOM(S) IN BASEMENT: Yes or No

OVER ►►►

ANTICIPATED START DATE OF PROJECT _____

NAME AND ADDRESS OF BUILDER OR MANUFACTURING COMPANY _____

PLEASE READ AND SIGN: Ask questions if you do not understand.

- I am advised and am fully aware that this is **neither a septic permit nor the application for a septic permit**. It is only an application for the evaluation of the above referenced property.
- According to Rule 410 IAC 6-8.3-53, **NO CONSTRUCTION OF THE RESIDENCE OR SYSTEM** may begin until the evaluation is complete, approved, and the **actual septic permit is issued**.
- All construction traffic shall be excluded from the area for the system and any required down slope dispersal area. If construction traffic crosses the area for the system or dispersal area, I will be required to hire a soil scientist to evaluate the site for damage.
- I understand that a pre-installation wetness conference will be held with the installer and that the soil must pass before the absorption field may be installed. I understand that the wetness check has no relationship to the completion date of my home, the status of my construction loan, or etc.

I agree to comply with these stipulations completely and take responsibility for informing any and all contractors, I may hire, of these requirements. The \$25.00 fee is enclosed.

Only one signature is required.

Signature _____ Date _____

Signature _____ Date _____

COMMENTS: Is there any other information you think would be helpful? _____

