

WELLS COUNTY HEALTH DEPARTMENT
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WHEN IS A SEPTIC PERMIT REQUIRED?

- New home/outbuilding construction
- Existing home/outbuilding remodel
- Plumbing/drainage addition to home/outbuilding
- Repairs/replacements to existing system component

SEPTIC PERMITTING PROCESS

STEP 1: SELECT/CONTACT SEPTIC INSTALLER

- Installer must be registered with the Wells County Health Department. Please see attached list of installers registered in Wells County.

STEP 2: SCHEDULE SOIL INVESTIGATION WITH IRSS SOIL SCIENTIST

- The soil scientist must be registered with the Indiana Registry of Soil Scientists (IRSS). Please see attached list of registered soil scientists working in Wells County.

STEP 3: SOIL INVESTIGATION

- **CONSIDERATIONS PRIOR TO SOIL INVESTIGATION**
 - Property owner's preferences and future plans for the site
 - Easements: right-of-way, utility, property, legal drain, etc.
 - Flood plain
 - Location of perimeter drain outlet
 - Required separation distances from septic system:
 - 50' from private water supply/wells
 - 100' from commercial wells
 - 200' from public water supply/wells
 - 50' from other ponds, lakes and reservoirs
 - 10' from buildings, foundations, slabs, pools, roads and driveways
 - 5' from property lines
- **WHO SHOULD BE AT THE SOIL INVESTIGATION?**
 - **Soil Scientist:**
 - Describes soil and collects soil samples to determine septic system practicality
 - **Property owner:**
 - Makes final decisions on system location
 - Informs soil scientist and installer of proposed structures
 - **Septic Installer:**
 - May supply backhoe, laser and insight on system layout
 - Installer attendance is recommended but not necessary if the property owner can provide and operate the backhoe.
 - **Health Department:**
 - Attendance only required at soil investigations on the Wabash Glacial Moraine
 - Provides suggestions based on state and local code
 - Ensures separation distances are maintained

- **WHAT DOES A SOIL INVESTIGATION ENTAIL?**
 - If your property is located on the Wabash Glacial Moraine:
 - Minimum of 2 backhoe pits and 5 soil borings
 - Sites located within the Wabash Glacial Moraine have special physical and chemical characteristics that severely limit their use for septic systems
 - Please see attached map to determine if your property is located on the Wabash Glacial Moraine
 - If your property is NOT located on the Wabash Glacial Moraine:
 - Minimum of 1 backhoe pit and 3 soil borings
 - Please see attached map to determine if your property is located on the Wabash Glacial Moraine
 - Upon completion of soil investigation, septic area should be **FLAGGED** and **ROPED OFF** to prevent damage to the site.
 - 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.

STEP 4: SITE EVALUATION FORM

- This form must be completed by the prospective property owner and submitted to the Health Department, with \$25 (cash or check), in order to have the soils report reviewed and minimum requirements letter issued.
- Site Evaluation Form is attached/enclosed
- **THIS IS NOT THE APPLICATION FOR THE SEPTIC PERMIT.**

STEP 5: MINIMUM REQUIREMENT LETTER

- The Minimum Requirement(s) Letter will be issued within 10 days of receiving:
 - Soil report from soil scientist including lab data
 - Site evaluation form
 - \$25 site evaluation administration fee
- Letter indicates soil loading rate and minimum system type allowed for site
- Letter will specify required tank size, soil absorption field size, trench depth and drainage
- Installer needs letter prior to septic system design and approval

STEP 5: COMPLETE SEPTIC PERMIT APPLICATION

Instructions for the completion of the septic permit application are on the back side of the document.

- Complete application and **REQUIRED DOCUMENTS** must be submitted to WCHD prior to permit approval/issuance
- **REQUIRED DOCUMENTS:**
 - Plans and Specifications:
 - Your installer will design a system based on the minimum requirements letter
 - The design must be approved by the Wells County Health Department prior to installation
 - Legal Description of Property:
 - May obtain from a survey or deed
 - Soil Survey Report:
 - Soil investigation report
 - WCHD should already have on file by this point
 - Property Record Card
 - Owner verification
 - If property is not in your name, include a recorded deed in your name showing you own the property
 - WCHD may be able to obtain from Beacon (Wells County GIS). If not, property owner should obtain from the county Assessor's office

- Floor Plan
 - Detailed floor plan of proposed facility or home to be permitted
 - Preferably on an 8.5 x 11" sheet of paper
 - MUST INDICATE BEDROOMS
- \$75 Permit Inspection Fee
 - Cash or check payable to Wells County Health Department

STEP 6: WETNESS CHECK PRIOR TO INSTALLATION

- Once your plans have been approved by this office, your installer will request a wetness check when they are ready to begin the installation and they believe the soil is sufficiently dry
- Health department goes to site to determine soil wetness
 - If the soil is sufficiently dry, the installation can begin
 - If the soil is NOT sufficiently dry, it will be rechecked periodically

STEP 7: SYSTEM INSPECTIONS

- An inspection request should be made by either the property owner or installer:
 - At completion of each system component
 - At completion of the entire system
- 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

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.