

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.

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. Complete an **Onsite Evaluation Form**. The Environmental Health Division will provide one (1) onsite evaluation visit with soil borings. You will be provided with flagging materials to mark the property so that we can complete the onsite evaluation/soil borings. One flag is to be placed near the road (curb) to identify the property. The second flag is to be placed in the area proposed for your septic system. The onsite evaluation/soil borings will supply information to identify limitations and provide minimum requirements that must be incorporated into your system design plans. Dependent upon workload **you can expect results in approximately five business days. We will call the applicant when this information is ready.** This information will be used by you, your installer or your engineer to prepare the system design drawing you must submit with your permit application. *
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: \$145.00 for residential and commercial systems.**
 - 3) **A "TO SCALE" system design showing property lines, 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 floors including basements 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 to seven business days** are required for review dependent upon workload. At the time of application, the entire septic system absorption field area must 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 and At-Grade systems.
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. Environmentalists are available between 8:00 a.m. and 10:00 a.m. daily for assistance at (574) 875-3391.