ELKHART COUNTY HEALTH DEPARTMENT
Checklist for Septic System Plan Submittal

NEW SYSTEMS:
1. ________ Zoning clearance number.
2. ________ Completed onsite evaluation.
3. ________ Completed, signed application with appropriate fee.
4. ________ Complete set of floor plans, including basement and future plans.
5. ________ A “to scale” drawing - see below.
6. ________ Prior to issuance of the septic permit, the area for the absorption field/mound must be protected by roping or fencing in order to prevent soil disturbance from vehicular traffic.

REPAIR SYSTEMS:
1. ________ Completed onsite evaluation.
2. ________ Completed, signed application with appropriate fee.
3. ________ A “to scale” drawing - see below.
4. ________ Depth to outlet of existing septic tank.

“TO SCALE” DRAWINGS FOR ALL SYSTEMS MUST INCLUDE:
1. ________ The house location and footprint.
2. ________ All proposed and existing well locations on lot.
3. ________ All existing wells on adjacent lots or statement “no wells within 50 feet of any part of septic system” if applicable.
4. ________ All proposed or existing permanent structures, i.e., outbuildings, swimming pools, driveways, decks, patios, etc.
5. ________ Septic trench detail (cross section) with dimensions.
6. ________ Entire system layout (tank(s), lines, D-box, trenches, etc.) and reserve area.
7. ________ Direction of slope or contours or elevations (see “comments” on onsite form).
8. ________ Soil boring locations and a fixed reference point provided on the onsite evaluation.
9. ________ Drawing scale/legend, i.e., 1:20, 1:30, 1:40, etc.
10. ________ Property line dimensions.
11. ________ Location of all easements.
12. ________ Any water supply line continuously under pressure or suction water lines.
13. ________ Distance to bodies of water - lakes, streams, ponds, etc.
14. ________ Flood plain elevation (boundary and benchmark) if applicable.
15. ________ Provide North arrow on plan.

IF A PERIMETER DRAIN IS REQUIRED - ADD THE FOLLOWING:
1. ________ Perimeter drain detail (cross section) with dimensions.
2. ________ Elevation of the Perimeter drain outlet or the field tile you will be connecting to and highest original grade elevation in the installation area. Minimum of 2.4” of positive slope required per 100' of tile to outlet.
3. ________ Distance to the outlet.
4. ________ Copy of the signed recorded easement(s) if crossing another property owner’s land.
5. ________ Copy of the signed permission form from the Drainage Board/County Surveyor, if discharging into a county regulated drain.
6. ________ Rodent guard on outlet.

IF AN ELEVATED MOUND IS REQUIRED - ADD THE FOLLOWING:
1. ________ Completed mound worksheet.
2. ________ Surface elevations at all four corners of the sand perimeter and midpoints along the length of the mound.
3. ________ Pump curve for the dosing pump being proposed.
4. ________ Mound detail (cross section) with dimensions.