



Allen County Department of Health

How to Obtain a Permit to Install a Private Sewage Disposal System

1. Hire a soil scientist. (You may want to consult an On-Site Sewage System Designer before hiring a Soil Scientist.)
2. Hire an On-Site Sewage system Designer.
3. Fill out an application for a Construction and Operation Permit for Private Sewage Disposal System. The following must be submitted to complete the application:
 - a. Soils report from Registered Soil Scientist
 - b. Floor plans of home. (Including basement & any closets)
 - c. Legal Description and/or survey (including flood zone notation)
 - d. Plot plan prepared by an Onsite Sewage System Designer, showing the proposed site; on-site sewage system with respect to property lines; existing and proposed structures; roads and water supply. Said plot plan also should show site topography with contours established at one (1) foot intervals and show the location of a benchmark.
 - e. ALL property owners must **sign** and return the enclosed notice stating they have been made aware of the Indiana State Department of Health's recommended protocol for soil testing (August 2001)
 - f. Fees (*made payable to the Allen County Department of Health*):
 - i. \$250.00 Permit application, plan review, and inspection fee;
 - ii. \$150 ACOWMD fee (paid every year, 2 years or 3 years depending on type of system installed)

NOTE: THE FOLLOWING RULES MUST BE FOLLOWED

- Special caution shall be taken to prevent wheeled and tracked vehicles from compacting the area selected for placement of the absorption system before, during and after construction of the system, especially during wet weather. Precaution is especially important where clayey soils are involved. This includes those soils classified as sandy loam, silt loam, loam, clay loam, silty clay loam, sandy clay, silty clay, and clay. Alteration of soil structure by movement of vehicles may be grounds for rejection of the site and/or the system.
- Subsurface soil absorption systems shall not be constructed in clayey soils during periods of wet weather when the soil is sufficiently wet at the depth of installation to exceed its plastic limit. This includes those soils classified as sandy loam, silt loam, loam, clay loam, silty clay loam, sandy clay, silty clay, and clay. For the purpose of this rule, the plastic limit of a soil shall be considered to have been exceeded when the soil can be rolled between the palms of the hands to produce threads one eighth (1/8) inch in diameter without breaking apart and crumbling.