

# LAWRENCE COUNTY HEALTH DEPARTMENT

## RESIDENTIAL\* STEPS FOR OBTAINING A SEPTIC PERMIT

\*(DIFFERENT STEPS REQUIRED FOR A COMMERCIAL ESTABLISHMENT)

(In accordance with County Ordinance 2006-04, effective September 18<sup>th</sup>, 2006 and Indiana State Department of Health Rule 410 IAC 6-8.3) **No start of construction of a residence and/or placement of a manufactured home, modular home, or mobile home may begin until the permit is issued per state law.** Lawrence County Ordinance 2006-04 also references ISDH 410 IAC 6-10.1 for Commercial Onsite Sewage Systems with similar requirements. For questions or clarification, contact our office at 812-275-3234.

**OBTAIN A SOIL SURVEY & SEND or BRING SOIL SURVEY REPORT** to the Lawrence County Health Department. The survey must be conducted by a certified soil scientist. See reverse side for list of soil scientists. We are not responsible for maintaining your soil survey report in our office, please bring your copy when making application for a permit.

**APPLY FOR A PERMIT** at the Lawrence County Health Department, 9:00am – 3:00pm Mon – Wed. 9-12 Thursday.

1. **Property Owner** is to complete **application and pay \$75.00 fee** to begin the septic permit application process. **No personal checks, debit or credit. Cash, money order, or cashier's check only.** (Before applying, an address must be assigned to the property. If outside city limits, call 812-277-9680, and speak to Val to have a mailing address assigned. If inside city limits, call the Bedford Post office at 812-279-4083). If making application by mail, include a copy of your ID (driver's license or state ID that is current).
2. With the application, include **the recorded deed for the property** (may be obtained by contacting the recorder's office at 275-3245 located in the Courthouse) **and the floor plan of the house** (required whether new construction or repair, it can be no larger than 8 ½ X 11). Must include rooms marked for size & use, doors & windows & closets, and the overall exterior dimensions of the house. This may be drawn by you. Does not have to be to scale.
3. Bring your copy of the **soil survey report**. We will copy if needed.
4. Attach a **copy of your ID** (current Driver's License or State ID)

**"SYSTEM REQUIREMENTS"** will be provided by our Environmental Health Specialist, (based on Soil Survey Report, Permit Application, and Floor Plan) and will be available within **7 business days** at the health department or emailed by request. Homeowner gives the system requirements to their licensed septic installer (see following step). Ask your installer where your "set-aside" is placed on the property so that it may be marked to protect it (no building, driveways, or changing of the terrain may occur on the "set-aside." Heavy equipment should not drive across it).

**CONTACT A LICENSED INSTALLER** to obtain a drawing of the proposed septic system, and a "Material Checklist." Submit this to the Lawrence County Health Department. (As of January 1, 2007, installers must be licensed in Lawrence County. A list of licensed installers is available upon request.)

**REVIEW OF FILE**. (A checklist review is made of the homeowner's septic permit file for all required elements of the application, showing system can be installed in compliance with state and local ordinances and codes.)

**PICK UP YOUR PERMIT**: Owner must sign the permit when picking it up at the Lawrence County Health Department. (No digging, setting of mobile home, or changes of any kind may be done to the property until permit is signed...you did not get your permit when you paid your fee! Have your contractor or home sales rep. call us if they have questions. This is a state code.)

**INSTALLER OR HOMEOWNER NOTIFIES THE HEALTH DEPARTMENT** that system is ready for installation. (Notice is to be given 48 hours before digging begins.)

**SYSTEM IS INSTALLED**. Permit must be provided to health department staff for signature at time of final inspection.