

# Boone County Health Department

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**Public Health**  
Prevent. Promote. Protect.

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## PROCEDURES FOR OBTAINING AN ON-SITE SEWAGE DISPOSAL PERMIT

**STEP 1: Submit a soil report, completed application and floor plan (Maximum 11" X 17" – Minimum 8 1/2" X 11") to this office.**

The soil report **must** contain all necessary soil information as required in 410-IAC 6-8.1-28. This information can be obtained from tests performed by a soil scientist. A list of soil scientists is available from our office upon request.

### **STEP 2: A Letter of Requirements Will Be Issued**

After we have received the soil report and the completed application, a **letter of requirements** will be mailed to the person specified on the septic application.

### **STEP 3: Provide A Certified Plot Plan**

The letter of requirements and a copy of your soil report should be taken to a certified land surveyor or professional engineer, to have a **plot plan** drawn. Information in the letter of requirements will be used to draw the plot plan. **This plot plan must be certified and signed.**

\* Plot plan not required for repair to a septic system, but we will need a drawing of the proposed repair.

### **STEP 4: Permit Issuance**

Once the plot plan has been obtained it is ready for review. During this review, it may be determined that the plot plan needs revisions. You will be contacted if that is necessary. If a field tile is being utilized as an outlet for a perimeter drain, please keep in mind that *a portion of this tile will need to be uncovered for an inspection prior to permit approval.* If the outlet for the perimeter drain is not located on your property, an easement will need to be signed and recorded at the Boone County Recorder's Office prior to permit issuance.

The Boone County Health Department reserves the legal authority to reject any site or proposed system that does not meet the requirements of the Indiana State Department of Health Rule 410 IAC 6-8.1 and/or Boone County Ordinance 94-7. Please remember that obtaining permits and building a home cannot be done safely in a few days. Our job is to ensure that you are protected from health risks and to enforce written codes.

### **STEP 5: Pick Up and Payment of Permits**

A representative from our office will notify you when your permits are ready. Calling or visiting our office to check on your permit status will actually delay the review process. Permits are paid for when they are picked up. We thank you in advance for your cooperation.