



ENVIRONMENTAL HEALTH

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Steps for Obtaining a Sewage Installation Permit

1. The first step is to obtain a soil evaluation from a professional soil scientist. A list of professional soil scientists can be provided.
2. When the soil evaluation is completed, the report is given to a designer or a registered installer (whichever applicable) for preparation of a design plan.
3. The design plan, the soil evaluation and the site review application form with fee is then submitted to the RCHD for review. Minimum specification requirements for layout and design plan are described in OAC 3701-29-10. If minimum specifications are met, staff conducts an on-site review with the submitted information and reviews plans to assure all information and plans comply with rules. The lot must be staked and property lines clearly marked. Primary and secondary areas must be protected from disturbance. The designer and/or installer may be required to be present at the site review.
4. The Site Review is approved. The sanitarian informs client that the permit can be issued. The Site Review approval is valid for a period of five years provided there are no changes to the site conditions or the design, including the source.
5. The applicant purchases the Installation Permit and Operation Permit and assures that it will be installed in accordance with the approved site review.
6. Permit is issued. It is valid for a period of one year. EH Clerk will give 1 copy of the permit to the purchaser along with one copy of the approved plan.