

ADAMS COUNTY HEALTH DEPARTMENT

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PROCESS TO OBTAIN A PERMIT TO INSTALL A PRIVATE ONSITE SEWAGE DISPOSAL SYSTEM IN ADAMS COUNTY:

1. A packet of information shall be obtained at the Health Department, which shall include an explanation of the contents and the step-by-step process to obtain a permit for a septic system.
 - A. After obtaining the information from the Health Department, the applicant shall proceed to the Surveyor's Department and the Plan Commission-Building Department for information on drainage, zoning and building requirements, respectively. Compliance with each department's requirements is mandatory.
2. A soil test of the proposed building site shall be scheduled with an Indiana Registered Soil Scientist (IRSS), who is acceptable to the Adams County Health Department. The Health Department will require backhoe pits and texture analysis by a private lab. If the Soil Scientist determines the site to be unsuitable for any type of onsite system, the process ends unless connection to a sanitary sewer system can be secured.
 - A. The permit applicant must be present with the Soil Scientist and Sanitarian at the soil test.
 - B. Any onsite sewage disposal system construction must be done by a Certified Contractor for Adams County. It is highly recommended he also be present to dig the backhoe pits. This will help expedite the process and allow the Certified Contractor to become familiar with the site and required system.
3. If the Certified Contractor cannot be present at the soil test, an appointment for an inspection of the site shall be made with the Sanitarian and the Certified Contractor(s) you are considering. If you have more than one Certified Contractor in mind, arrange for them all to be present at the inspection. Only one pre-application inspection of the site will be done by the Sanitarian.
4. The permit applicant shall provide the Health Department with an accurate floor plan of the home.
5. If perimeter drainage for the septic system must be constructed on someone else's property, a legally prepared and recorded easement should be obtained in order to provide access for drainage maintenance if it is ever needed. THIS IS A VERY IMPORTANT CONSIDERATION FOR THE FUTURE.

6. The Certified Contractor shall provide the Sanitarian with a completed Plan Review Check List and an accurate drawing of the sewage disposal system. The Plan Review Check List and drawing must be approved before the permit is issued. The Certified Contractor shall contact the builder to ensure the plumbing outlet to the septic system is installed at the correct elevation. THIS IS VERY IMPORTANT.
7. The permit applicant will then be notified that the permit can be obtained at the Health Department. There is a \$100.00 permit fee. The permit will not be issued without the payment of the \$100.00 fee. THE PERMIT SHALL BE OBTAINED PRIOR TO OBTAINING THE BUILDING PERMIT AND PRIOR TO BEGINNING CONSTRUCTION.
8. BEFORE ANY CONSTRUCTION COMMENCES, the property owner or the Certified Contractor shall stake off-or otherwise set off to protect-the area used for the sewage disposal system. That area shall be left undisturbed by construction equipment, farm equipment, vehicles, other traffic and driveway and basement soil, to prevent smearing and compaction of the topsoil. It is advisable to set off a large enough area to facilitate repairs or additions to the system should they be needed in the future. THE HOMEOWNER IS ULTIMATELY RESPONSIBLE IF THE SITE IS RENDERED UNACCEPTABLE FOR USE DUE TO SMEARING OR COMPACTION. THE ALTERNATIVE MAY INVOLVE ANOTHER SOIL TEST AND A MUCH MORE EXPENSIVE SEPTIC SYSTEM, OR EVEN REVOCATION OF THE PERMIT.
9. In accordance with the Adams County Sewage Ordinance, the Sanitarian shall be notified at least two working days prior to starting installation of the sewage disposal system, in order to arrange for required inspections.
10. IF THE ABOVE STEPS 1 THROUGH 9 ARE NOT ADHERED TO, YOUR PERMIT MAY BE REVOKED AND A STOP WORK ORDER ISSUED.
11. After the system has been completed, the homeowner is responsible for making sure the system's required cover height is not lowered or used for landscaping elsewhere. The homeowner must make sure nothing heavier than a garden tractor runs over the system. Farm animals should also be kept off the system.
12. The homeowner shall refer to the SEPTIC SYSTEM BOOKLET for specific guidelines regarding installation, operation and maintenance.

***** DO NOT CONNECT THE SUMP PUMP, WATER SOFTENER, OR A GROUND WATER SOURCE- INCLUDING BASEMENT DRAINS-TO THE SEPTIC TANK OR ABSORPTION SYSTEM. IF YOU ARE GOING TO HAVE A BATHROOM OR WASHER IN THE BASEMENT, PLEASE INFORM THE HEALTH DEPARTMENT.**

***** IT MAY NOT BE POSSIBLE TO INSTALL THE ABSORPTION FIELD DURING WET WEATHER MONTHS, OR WHEN THE SOIL IS WET. IT IS ADVISABLE TO ARRANGE YOUR BUILDING SCHEDULE FOR INSTALLATION OF THE SYSTEM DURING THE SUMMER. IF YOU CANNOT INSTALL THE SYSTEM DURING DRY WEATHER, YOUR ONLY RECOURSE MAY BE TO INSTALL THE SEPTIC TANK AND USE IT AS A HOLDING TANK UNTIL THE SOIL DRIES. HAVING THE SEPTIC TANK PERIODICALLY PUMPED CLEAN BY A LICENSED CLEANER CAN BE VERY EXPENSIVE, ABOUT \$200 PER WEEK...PLAN ACCORDINGLY...**