

## Hamilton County Property Owner's Guide to the On-Site Residential Sewage Disposal System Permit Procedure

The following is a brief outline of the steps involved in obtaining an on-site sewage disposal permit. Please submit all the requested information for a timely plan review.

1. **Soil Profile Analysis-** Contact a registered Soil Scientist to perform a soil profile analysis on your property. The soil scientist will set up a time to meet you and a health department representative at your property. The soil scientist will perform a minimum of 3 soil borings in the desired location of your septic system. The information from this soil profile analysis will be sent to you and to your health department representative. A list of registered soil scientists can be provided upon request.
2. **Requirements Letter-** Your health department representative will issue a minimum requirements letter based on the soil report from the soil scientist and the number of bedrooms in the home. The minimum requirements letter can then be used by a registered installer to design an appropriate septic system.
3. **Septic Permit Application-** To apply for a septic permit, the following items must be submitted:
  - A. **Septic System Permit Application.** A parcel number will be necessary to complete this form. Parcel numbers can be obtained in the Tax-Mapping Department located in the historic courthouse building in Noblesville. Please fill out completely. [www.hamiltoncounty.in.gov](http://www.hamiltoncounty.in.gov)
  - B. Two (2) copies of the house/building plans. These will be reviewed and, upon approval, will be returned to the applicant with a health department approval stamp. These stamped plans will be necessary to obtain a building permit.
  - C. Two (2) copies of a **detailed and scaled** property site plan showing construction details of the septic system, including a cross section of the system.

Due to the recent submission of poor-quality drawings for permits, the following existing policy is restated:

- ❖ The drawing **MUST be to SCALE (engineer's scaling)**.
  - ❖ The drawing must include all items (when applicable) on the checklist provided on the reverse page. (Additional information may be required for pressure/flood dosed, sand line, or experimental systems.)
  - D. If drainage is required, **proof** of an acceptable outlet must be provided. An acceptable outlet is a stream, ditch, operating field tile, storm sewer, or other approved gravity outlet. If the drain outlets into a regulated drain, provide a copy of an approved permit from the Hamilton County Surveyor's Office. Unregulated drains must be field verified prior to permit issuance.
4. **Septic Permit-** Once all submitted material is approved, your health department representative will notify you by phone or e-mail when the septic permit has been issued for your property. Either you or the septic installer may pick up the septic permit at the health department. At this time, a septic system permit fee (\$250) must be paid. Upon receipt of the permit, construction on the septic system may begin.
  5. **Final Inspection-** Upon completion of the septic installation, the septic installer will notify the health department for inspection. Sand line and sand mound systems will require an inspection of the excavated bed prior to sand cover as well as after the installation is complete. A representative from the health department will perform a final inspection of the installation. All parts of the system must be exposed for an accurate inspection to be performed. Upon approval of the installation, the system may be covered and used.

Section 53(g) of 410 IAC 6-8.3 states "In accordance with IC 16-41-25-1(a), the local health department shall issue or deny, in writing to the owner, a residential on-site system construction permit within forty-five (45) days of receipt of an application and plan submittal."

For a timely review of your application, please adhere to the above information.



## Septic System Design Checklist

The following is a list of items that must be included on your septic system design prior to submittal for review. These items are needed to ensure that your design meets the minimum requirements of State and County codes governing septic systems. Please use this checklist to ensure that your design is complete. Incomplete designs cause delays in obtaining the septic permit. If you have questions about any of the following items, please contact your Environmental Health Specialist.

### OWNER AND LOT INFORMATION

_____ Owner Name	_____ Phone Number	_____ North Indicator
_____ Installer Name	_____ Date	_____ Lot Dimensions
_____ Address	_____ Parcel Number	_____ Lot Configuration
_____ Subdivision	_____ Scale (engineer's scale)	_____ Easements

### SITE INFORMATION

_____ House	_____ Slope (contours, direction)
_____ Well (50' from system)	_____ Drainage Outlet Location and Size
_____ Neighboring Wells	_____ Distance to Drainage Outlet
_____ Driveway	_____ Right of Way (Existing & Proposed)
_____ Other Structural Features	_____ Trees (Any >12" diameter)
_____ Soil Boring Locations	_____ Flood Plain Elevations

### SEPTIC SYSTEM INFORMATION

_____ Septic Tank	_____ Pipe Specifications (ASTM numbers for sewer, header, lateral and drainpipes)
_____ Grinder Pump in Basement?	_____ Cross Sectional Drawing
_____ Outlet Filter including model #	_____ Dispersal area location and dimensions
_____ Dosing Tank	_____ Sand Line System Information
_____ Distribution Box	_____ Pump Model and Curve information
_____ Distribution Laterals	_____ Number & Type of Fittings (delivery line)
_____ Depth of Trenches or Bed	
_____ Drain (interceptor/perimeter/segment)	
_____ Depth of Drain	

#### **Separation Distances:**

\_\_\_\_\_ Between House and Septic Tank  
\_\_\_\_\_ Between Septic Tank and Dist. Box  
\_\_\_\_\_ From Lateral to Lateral  
\_\_\_\_\_ Between Laterals or Bed and Drain  
\_\_\_\_\_ Drain Outlet

**(Must be verified in field if not county regulated or day lighted)**

#### **Elevations:**

\_\_\_\_\_ Benchmark (temporary/permanent; description)  
\_\_\_\_\_ Outlet Pipe from the House  
\_\_\_\_\_ Inlet/Outlet of Septic/Dose Tank(s)  
\_\_\_\_\_ Pump On/Off Elevation for Dosing Tank  
\_\_\_\_\_ Distribution Box Outlets  
\_\_\_\_\_ Four Corners of Absorption Field  
\_\_\_\_\_ Drain Inverts (corners)  
\_\_\_\_\_ Drain Outlet Invert Elevation

### OTHER PAPERWORK TO INCLUDE WITH PLAN SUBMISSION

\_\_\_\_\_ Signed Septic Permit Application attached  
\_\_\_\_\_ Easement Documents if any components of the septic extend off the originating parcel  
\_\_\_\_\_ Drain Connection Approval Letter from County Surveyor (if accessing a county legal drain)  
\_\_\_\_\_ Additional information required for flood dosed or pressure distribution systems  
\_\_\_\_\_ Two sets of housing plans (New home construction)  
\_\_\_\_\_ Well application (New home construction)  
\_\_\_\_\_ Two sets of septic system design plans (full to scale drawings/prints)

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