

**Indiana State Department of Health**  
**Commercial On-Site Sewage System Submittal and Review Process**

1. Soil evaluation
  - a. On-site soil evaluations for commercial projects must be completed by an individual registered by the Indiana Registry of Soil Scientists (IRSS).
  - b. A listing of registered soil scientists may be accessed at <http://oisc.purdue.edu/irss/roster.html>.
  - c. Soil scientists should send their reports via email to the Indiana State Department of Health (ISDH) at [soil@isdh.in.gov](mailto:soil@isdh.in.gov).
  - d. An e-mail address for the owner/applicant needs to be included on the report.
  
2. Pre-Application
  - a. When the on-site soil evaluation report is received by ISDH, a project number will be assigned and an e-mail, including a “Commercial On-Site Sewage System Pre-Application” will be sent to the owner/ applicant.
    - i. A copy of the “Commercial On-Site Sewage System Pre-Application” may be accessed at <http://www.in.gov/isdh/23283.htm>.
  - b. The pre-application must be completed in its entirety and submitted to ISDH via the [soil@isdh.in.gov](mailto:soil@isdh.in.gov) email account.
  - c. A business and floor plan must accompany the pre-application.
    - i. Examples of the required business and floor plans are provided with the pre-application.
  - d. Please note that the county name, project number and project name must be referenced in all correspondence and on all plans for the project.
  - e. The information provided on the pre-application will assist ISDH in determining design criteria for the proposed business’ on-site sewage system (OSS).
  
3. LHD comment period
  - a. Upon receipt of the soil evaluation report, ISDH staff will send a request to the local health department (LHD) asking for insight or relative information about the project or the site.
  - b. ISDH allows 10 calendar days for the LHD responses.
  
4. Technical data Sheet (TDS)
  - a. After the LHD response and the completed “Commercial On-Site Sewage System Pre-Application” including the business and floor plans are received, the project will be assigned to one of the commercial plan review staff for the generation of a technical data sheet (TDS).
  - b. The TDS will be e-mailed to the applicant and/or project agent, and the LHD.
  - c. The TDS will provide specification options for an OSS that is in compliance with Rule 410 IAC 6-10.1.
    - i. A copy of this rule may be accessed at [http://www.in.gov/isdh/files/410\\_IAC\\_6-10-1.pdf](http://www.in.gov/isdh/files/410_IAC_6-10-1.pdf).

**Note:** ISDH can deny approval of an on-site system, pursuant to 410 IAC 6-10.1-55, if there is a sanitary sewer of adequate capacity either within 300 feet of the nearest property line, or to which connection can be made at a construction and connection cost not to exceed one and one-half times the cost of the OSS. ISDH can also deny approval if site or soil conditions are not suitable for a soil absorption field.

5. Assignment for plan review
  - a. If the project has a design daily flow of 750 gallons or less, the project may be referred back to the LHD if the county has ISDH approval for delegation of the specific system type.
  - b. If the project is referred to the LHD, all plan submittals, reviews, approvals, and inspections will be conducted by the LHD.
  - c. If the project is not delegated to the LHD, or if the design daily flow is greater than 750 gallons per day, all plan reviews and approvals will be conducted by ISDH plan review staff.
  - d. State law requires that each page of the commercial OSS construction plan and specifications be stamped by an engineer or architect registered to practice in Indiana.
  
6. Plan submittal
  - a. A commercial application, the initial construction plans, and the appropriate plan review fee may be submitted either electronically or mailed to the address below.
    - i. The commercial application, with fee schedule, may be accessed at <http://www.in.gov/isdh/23283.htm>.
  - b. All pages of each plan must reference the project number assigned by ISDH, the date of the original plans and the date of the revision, if applicable.

#### **Electronic Submittal Process**

ISDH is pleased to announce, in cooperation with the Indiana Department of Homeland Security (IDHS), that a new system now exists for the submission of electronic project plans and the payment of plan review fees online.

The link to the secure IDHS website is: <https://secure.in.gov/apps/dhs/drs/>.

The process involves 2 steps:

#### Step 1 - Permit Application Info:

- Select a filing type. In most cases it will be either a "New Standard Project" or "Upload Additional Plans."
- Select a facility type. In most cases it will be under the heading "Projects requiring ISDH review only."
- Important to note that revised plans can be submitted via this system only if the original plans were initially submitted through the system.
- Make sure that you have the ISDH project ID # available to enter. This number is supplied with the TDS.
- On the page asking for construction type, e.g. New, Renovation, etc. make sure you click/check the radio button above construction type stating that this submission is for ISDH only, which in most cases it will be.
- Input all related project info as requested, e.g. owner designer, etc.
- Submit plan review fee payment information.
- Once you finish entering the above info you will be asked to send an email to [isdhplanreview@isdh.in.gov](mailto:isdhplanreview@isdh.in.gov).

#### Step 2 - Plan Upload:

- Once you complete step 1, this will trigger a process to get registered to use the FTP site where the actual plans are uploaded.

- On the first submittal this process will take a day or so to get your FTP account set up. You will receive an email when this is completed.
- But after your account is set up you will be able to skip this process for future projects and go right to the FTP site for the plan upload after the permit application info (step 1) is entered, though you should still send an email to [isdhplanreview@isdh.in.gov](mailto:isdhplanreview@isdh.in.gov).

### **Regular Mail Option**

Mail **initial** submittals (two copies) complete with application and payment to:

Indiana State Department of Health  
P.O. Box 7236  
Indianapolis, IN 46207-7236

Mail revisions (two copies) to:

Environmental Public Health Division  
Indiana State Department of Health  
100 N. Senate Ave., N855  
Indianapolis, IN 46204

#### 7. Plan Review Process

- a. ISDH plan review staff will check the construction plans for compliance with Rule 410 IAC 6-10.1 and the provisions of the TDS.
- b. Any needed revisions or amendments will be communicated via e-mail whenever possible to the system designer who stamped the plan.

#### 8. Project Approval

- a. When the construction plans comply with the Rule, the TDS, and the plan submittal requirements, an approval letter will be sent to the LHD, the applicant, and the designer.
  - i. If paper plans were submitted to ISDH, a copy of the approved plans will be mailed to the LHD with the approval letter.
- b. If electronic plans were submitted, the approved plans will be e-mailed to the LHD with the approval letter. The LHD may request a paper copy from the designer.

#### 9. Local Permitting

- a. The applicant, or agent, will need to contact the LHD prior to the start of construction to complete any necessary requirements for issuance of a local construction permit for the OSS for the facility.
- b. **There may be local requirements that are more stringent than that of the ISDH rule.**
- c. **Any changes to the approved plan must be approved, in writing, by ISDH prior to the start of construction.**

#### 10. Preconstruction Meeting

- a. If the approval letter requires a pre-construction meeting, the applicant, or agent, must contact the appropriate ISDH staff as identified in the approval letter prior to the start of construction to set up a time and date for the pre-construction meeting.

#### 11. Inspections

- a. The staff of the LHD will make all necessary installation inspections during system construction. The LHD staff may request the assistance of ISDH field staff, if necessary.

**ISDH Commercial On-Site System Plan Review Contacts**

Marc Hancock, E.I.T., Plan Review Supervisor

[mhancock1@isdh.in.gov](mailto:mhancock1@isdh.in.gov)

317-233-7186

Robert Synko, M.S.E., P.E.

[rsynko@isdh.in.gov](mailto:rsynko@isdh.in.gov)

317-233-7185

David Muntz

[dmuntz@isdh.in.gov](mailto:dmuntz@isdh.in.gov)

317-233-7265

Debbie Barnhizer

[dbarnhiz@isdh.in.gov](mailto:dbarnhiz@isdh.in.gov)

317-508-2607