

ADAMS COUNTY HEALTH DEPARTMENT

313 W Jefferson St. Room 314

Decatur, IN 46733

260-724-5326

Fax: 260-724-5328 E-mail: jrutschilling@co.adams.in.us

www.co.adams.in.us

Michael E. Ainsworth, M.D., Adams County Health Officer

Jessica L. Rutschilling, Sanitarian/Env. Director

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

(FOR A DETAILED EXPLANATION SEE ATTACHED FORM)

1. OBTAIN A PACKET OF INFORMATION AT THE HEALTH DEPARTMENT AND STOP BY THE OFFICE OF THE PLAN COMMISSION/BUILDING DEPARTMENT FOR THEIR REQUIREMENTS.
2. ARRANGE FOR A SOIL TEST WITH AN INDIANA REGISTERED SOIL SCIENTIST (IRSS), WHO IS APPROVED BY THE ADAMS COUNTY HEALTH DEPARTMENT (ACHD).
3. ARRANGE FOR THE REGISTERED CONTRACTOR TO DIG THE BACKHOE PITS AT THE SOIL TEST, OR ARRANGE FOR AN INSPECTION OF THE SITE WITH THE REGISTERED CONTRACTOR AND THE ACHD.
4. PROVIDE AN ACCURATE FLOOR PLAN OF THE HOME.
5. IT IS HIGHLY RECOMMENDED TO OBTAIN LEGALLY PREPARED AND RECORDED EASEMENTS FOR ALL PERIMETER DRAINAGE.
6. THE REGISTERED CONTRACTOR SHALL SUBMIT A PLAN REVIEW CHECK LIST AND ACCURATE DRAWING OF THE SYSTEM TO THE HEALTH DEPARTMENT.
7. OBTAIN THE \$100 PERMIT FROM THE ACHD.
8. STAKE OFF AND/OR PROTECT THE AREA USED FOR THE SEPTIC SYSTEM.
9. NOTIFY THE ADAMS COUNTY HEALTH DEPARTMENT AT LEAST TWO WORK DAYS IN ADVANCE OF STARTING INSTALLATION OF THE SEPTIC SYSTEM.

**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 Adams County Health Department (ACHD), which shall include an explanation of the contents and the systematic process to obtain a permit for a septic system.
 - A. If the applicant has not already done so, he or she shall proceed to the **Plan Commission-Building Department** for information on zoning and building requirements. Compliance with that 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 ACHD. The Health Department will require **backhoe pits** and laboratory texture analysis. 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 made.
 - 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 **Registered 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 Registered Contractor to become familiar with the site and required system.
3. The permit applicant shall provide the Health Department with an **accurate floor plan** (on 8 ½" x 11" paper) of the home.
4. If **perimeter drainage** for the septic system must be constructed on someone else's property, **legally prepared and recorded easements** 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.
5. The Registered 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 Registered Contractor shall contact the builder to ensure the plumbing outlet to the septic system is installed at the correct elevation. THIS IS VERY IMPORTANT.
6. The permit applicant will then be notified that the permit can be obtained at the Health Department. There is a **\$100 permit fee**. The permit will not be issued without the payment of the \$100 fee. **THE PERMIT SHALL BE OBTAINED PRIOR TO OBTAINING THE BUILDING PERMIT AND PRIOR TO STARTING CONSTRUCTION.**
7. **BEFORE STARTING ANY CONSTRUCTION**, the property owner or the Registered 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 PERMIT REVOCATION.**
8. In accordance with the Adams County Sewage Ordinance, the Sanitarian shall be notified at least two working days prior to starting installation, to **arrange for required inspections** of the septic system.
9. **IF THE ABOVE STEPS 1 THROUGH 8 ARE NOT ADHERED TO, YOUR PERMIT MAY BE REVOKED AND A STOP WORK ORDER ISSUED.**

10. After the septic 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 be kept off the system.
11. 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....PLAN AHEAD!**