

BOONE COUNTY HEALTH DEPARTMENT

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PROCEDURES FOR OBTAINING A REPAIR ON-SITE SEWAGE DISPOSAL PERMIT

- ☐ **STEP 1: Submit a soil report, completed repair application, and a floor plan (Maximum 11" x 17" – Minimum 8 ½" x 11) to this office.**
 - The soil report **must** contain all necessary soil information as required in 410-IAC 6-8.3-46. This information can be obtained from tests performed by a soil scientist. A list of soil scientists is available from our office upon request.
- ☐ **STEP 2: A Letter of Requirements Will Be Issued**
 - After we have received the soil report, completed application, and floor plan, a **letter of requirements** will be emailed/mailed to the person specified on the septic application.
- ☐ **STEP 3: Provide a Drawing of the Proposed Repair**
 - The septic drawing can be done by a registered septic installer with Boone County. Information in the letter of requirements will be used to make the drawing.
- ☐ **STEP 4: Permit Issuance**
 - Once the drawing has been obtained from the registered septic installer, it is ready for permitting. If a field tile is being utilized as an outlet for a perimeter drain, please keep in mind that *a portion of this tile will need to be uncovered for an inspection prior to permit approval*. If the outlet for the perimeter drain is not located on your property, an easement will need to be signed and recorded at the Boone County Recorder's Office prior to permit issuance.
 - The Boone County Health Department reserves the legal authority to reject any site or proposed system that does not meet the requirements of the Indiana State Department of Health Rule 410 IAC 6-8.3 and/or Boone County Ordinance 2012-04. Please remember that obtaining permits and building a home cannot be done safely in a few days. Our job is to ensure that you are protected from health risks and to enforce written codes.
- ☐ **STEP 5: Pick Up and Payment of Permits**
 - A representative from our office will notify you when your permit is ready. Permits are paid for when they are picked up. We thank you in advance for your cooperation.