

Permit Application Progress Sheet

Onsite Sewage System
Guide provided by: SCHD

1. Obtain a soil survey from a Registered Soil Scientist. (see list) A copy of the soil test report will be sent to you, as well as, the SCHD. You will need to provide this report to your chosen installer.
DISTURBING/ALTERING THE SOIL AFTER THE EVALUATION IS DONE MAY INVALIDATE THE TEST AND REQUIRE RETESTING. **YOU MUST PERMANENTLY MARK EACH SOIL BORING UNTIL INSTALLATION OF THE SYSTEM IS COMPLETE. IF BORINGS ARE NOT PERMANENTLY MARKED AND VISIBLE, A NEW SOIL TEST MAY BE REQUIRED.**
2. Obtain an application packet from the SCHD and apply by submitting the following to the SCHD:
 - Completed application, signed by property owner (with correct parcel number). Incomplete applications will delay processing.
 - \$50.00 application fee (made payable to SCHD)
 - Copy of RECORDED property deed (recorded easement if applicable)
 - Copy of proposed floor plan and layout of the home (letter size 8.5x11) if bath tub(s) has jetted whirlpool, one copy of the tub specifications showing the gallon capacity is also required
3. After submissions are reviewed, the SCHD will issue MINIMUM specifications for an onsite sewage system. Specifications will be mailed to you in the envelope you have provided.
4. Select a Certified Septic System Installer from the current SCHD certified installer list.
5. Submit an onsite sewage system plan to the department for review. The plans must contain all applicable information required by the SCHD including but not limited to a complete set of plans of sufficient clarity, material/component check list, and trench detail. The contractor installing the system shall prepare and submit the paperwork.

6. The department will review all submitted materials. Please allow up to ten (10) working days for this process. After reviewing the materials, the department will approve the submitted plan, reject the submitted plan and/or request additional information.
7. Once submitted plans are approved, the SCHED will conduct an on-site inspection, within to ten (10) working days provided site has been mowed.
8. If the layout is approved, a permit for an on-site septic system will be issued. If the layout is not approved, the installer will be contacted for revisions.
9. Once an on-site septic system permit has been issued, you can apply for a building permit from the Spencer County Planning and Zoning Department.
10. A valid on-site septic permit is required before construction of an on-site septic system can begin.
11. The installer shall notify the department 48 hours prior to any covering of the underground portions of the system.
12. The department may conduct inspections of all system components prior to covering and orders any needed corrections. If the corrections are made, the system is granted approval. If the corrections are not or cannot be made, the permit will be revoked.