

SEPTIC PERMIT APPLICATION CHECK-LIST

1. Soil Investigation by registered soil scientist. (Once soil tests are complete the sight should be protected from any traffic/disturbance. Soil Scientist list available at Health Dept.)
2. Must provide the CONTRACTOR'S DRAWING of the house plan or addition being constructed. (Plans must be on an 8.5X11 sheet of paper or in digital format.)
3. Submit the Site Evaluation Form provided by the Jay County Health Dept. This form is required in order to review the Soil Investigation Report.

At this point the Soil Investigation Report will be reviewed by the Health Dept. and the minimum septic system sizing requirements and the Septic Permit Application will be sent to the individual/entity listed on the Site Evaluation Form.

4. Have or obtain a 911 Address at the Sheriff's Office (Driveway must be installed, or well marked before address is assigned)
5. If this is newly purchased property, the transfer must be completed with new buyer's name on title.
6. Obtain copy of Property Card from Assessors Office or a recent Deed to verify ownership.
7. Select and contact the registered septic system installer you will be using to install your septic system. They will require the minimum septic system requirements issued by the Health Dept. in order to design the septic system (Installer must be certified and bonded in Jay County)
8. The Jay County Registered Septic Installer of your choice must present his complete set of septic system plans to the Health Dept. for approval.
9. Once the septic plans have been approved submit the completed permit application and the residential permit fee of \$100.00. The permit can then be issued.

Jay County Health Department Site Evaluation Form

504 West Arch Street
Portland, IN 47371
Phone: 260-726-8080
Fax: 260-726-2220

**THIS IS NOT THE
PERMIT
APPLICATION**

Complete this form to the best of your ability. Anything you don't know, leave blank. If the information is absolutely necessary, I will ask. This form must be submitted before the soil report can be processed.

Name _____ Home phone _____

Current address _____ Work phone _____
City zip

Email _____

Best times to contact: _____

Please list the name, address, telephone #'s, and/or email of the main contact person if different than above.

Site Information: New - Repair - Expansion - Gray Water - Other _____

TOWNSHIP _____ SECTION _____ TOWNSHIP _____ N RANGE _____ E PROPERTY SIZE _____

ADDRESS OR DIRECTIONS TO PROPERTY _____

CURRENT LAND USE: Agriculture - Set aside - Wooded - Other _____ Current vegetation _____

POSSIBLE DRAINAGE OUTLETS _____

Dwelling Information

NUMBER OF BEDROOMS _____ (If a room "looks" like a bedroom but you are going to use it another way, it's still considered a bedroom. Please submit a detailed floor plan on an 8.5X11 sheet of paper or in digital format.)

GARBAGE DISPOSAL *Yes or No* JETTED BATHTUB *Yes or No* If yes, list gallons _____ (specification sheet required for the permit)

BASEMENT: None - Standard - Walkout - Other _____ Size _____

OVER ►►►

ANTICIPATED START DATE OF PROJECT _____

TYPE OF CONSTRUCTION: Stick – Modular - Mobile Home - Pre-fab - Undecided - Don't know Other _____

NAME AND ADDRESS OF BUILDER OR MANUFACTURING COMPANY _____

PLEASE READ AND SIGN: Ask questions if you do not understand.

- I am advised and am fully aware that this is **neither a septic permit nor the application for a septic permit**. It is only an application for the evaluation of the above referenced property.
- According to Rule 410 IAC 6-8.3-53, **NO CONSTRUCTION OF THE RESIDENCE OR SYSTEM** may begin until the evaluation is complete, approved, and the **actual septic permit is issued**.
- All construction traffic shall be excluded from the area for the system and any required down slope dispersal area. If construction traffic crosses the area for the system or dispersal area, I will be required to hire a soil scientist to evaluate the site for damage.
- I understand that a pre-installation wetness check will be performed by the installer and that the soil must pass before the absorption field may be installed.

I agree to comply with these stipulations completely and take responsibility for informing any and all contractors, I may hire, of these requirements.

Only one signature is required.

Signature _____ Date _____

Signature _____ Date _____

COMMENTS: Is there any other information you think would be helpful? _____

INDIANA STATE
DEPARTMENT OF HEALTH

LIST OF SOIL SCIENCE CONSULTANTS

The following list of local ARCPACS Certified Soil Consultants is provided as a convenience in obtaining an on-site soil survey. This does not constitute an endorsement of any listed consultant:

1. SOILS1® SOIL SCIENCE EXPERTS
Mark S. McClain
10740 Cheryl Court
Carmel, IN 46033
Phone: 765-212-7645
2. BUCKINGHAM, CPSSc
419 North High Street
Union City, IN 47390
Phone: 765-964-3323
3. BAKER SOIL SERVICES INC.
Joe Baker
3152 N. 100 W.
Decatur, IN 46733
Phone: 260-724-2144

LIST OF REGISTERED ON SITE SEWAGE DISPOSAL SYSTEM
INSTALLER FOR JAY COUNTY

The following list of Registered On-site Sewage Disposal System Installers is provided as a convenience in obtaining an installer for you On-site Sewage System. This does not constitute an endorsement of any installer on the list:

1. Guy Tressler Excavating (02-47)
 Guy Tressler
 4475 N. U.S. 27
 Portland, IN 47371
 260-729-2184 (Cell)
 260-726-8234 (Fax)
2. Tressler Backhoe & Trenching (97-42)
 William Tressler
 9301 E. 100 N.
 Selma, IN 47383
 765-744-0399 (Office)
3. Davis Construction & Exc. (89-22)
 Clint Davis
 216 South Middle Street
 Portland, IN 47371
 260-729-1703 (Cell)
 260-726-2230 (Office)
 260-729-5026 (Fax)
4. Steven Fisher Excavating (19-59)
 Steven Fisher
 7121 E 100 N
 Hartford City, IN 47348
 765-499-0924 (Cell)
5. Watson Excavating (94-35)
 Bill Watson
 109 W. High St.
 Redkey, IN 47373
 765-744-2204 (Cell)
 765-369-2651 (Office/Fax)