Steuben County Septic Permit Process

1. Contact a member of the Indiana Registry of Soil Scientists (IRSS) to set up an appointment for an onsite soil evaluation. The Steuben County Health Department (SCHD) must be present during the evaluation. For a complete listing of all IRSS, please inquire at the SCHD or visit http://www.isco.purdue.edu/irss/

2. The Residential Onsite Sewage System Application and the Steuben County Government Permit Application Form (blue) must be filled out and returned to the SCHD. The application must be accompanied by a complete set of floor plans for the home. The floor plan must include all floors, rooms must be labeled and the number and placement of any jetted tubs with 125 gallon capacity or greater must be indicated.

3. Once the completed application and soils evaluation report have been submitted to the SCHD, the minimum requirements for your system will be mailed/ emailed to you or you can make arrangements to pick them up in person.

4. Your system designer/installer will need a copy of the minimum requirements so that he/she can develop a scaled and detailed written installation plan that must be submitted to the SCHD for review. The plan must be of sufficient clarity that it can be verified that the design of the system complies with the provisions of the rule. The construction plan must be accompanied by a survey of the property, a completed Onsite System Materials List, and an Elevations for Onsite System form. The construction plan must meet the minimum plan submittal requirements as listed in the Plan Review Checklist Summary.

5. The SCHD will review the construction plan and all additional documentation. Any required additions and/or corrections must be made to the plans by the system designer, and revised plans must be submitted to the SCHD.

6. When the construction plan has been approved, the homeowner, or their agent, will be contacted by the SCHD indicating the plans have been approved. The Residential Onsite Sewage System Sign-off Form must be picked up from the SCHD and all of the required signatures must be obtained. An appointment must be scheduled with the SCHD to return the completed sign-off form and obtain the Onsite System Permit.

NOTE: While many contractors undertake these actions, it is ultimately the responsibility of the property owner to ensure that an onsite system permit is obtained before any work is done on the system and to see that the onsite system is inspected and given final approval from the SCHD before it is utilized. The property owner is responsible for protecting the site before, during and after construction, maintaining the onsite system and reporting any problems to the SCHD. The property owner is the sole responsible party for system function and maintenance. Site disturbance and poor installation practices are obvious reasons for system failure; however, even properly installed systems can fail. Timely maintenance is the key to system longevity.