**STEPS FOR HOMEOWNERS TO OBTAIN SEWAGE PERMITS**

1. Property owners contacts a **soil evaluator** to obtain a “site and soil evaluation” that accurately describes the lot and soil characteristics.
2. Property owner takes site and soil evaluation report to a system designer who will design a sewage treatment system based on the site and soil evaluation and the homeowner’s particular plans and needs.
3. The property owner then submits a “**Site Review Application**” along with **both copies** of the completed site and soil evaluation and the completed system design to the health department.
4. Health Department staff will review the application and accompanying information to determine whether the proposed plans are applicable and in compliance with the rules and regulations.
5. After the application has been approved, the property owner can then obtain an **installation permit** from the health department to have the sewage treatment system installed by a registered contractor.
6. After the system is installed, the installer and designer will provide an “**as built record**” and warrant that the system was installed according to the approved plan.
7. The health department will then inspect the installation and approve the as built record.
8. The property owner will be issued an **operation permit** to use the sewage system. Operation permits are valid for five years and must be renewed by the health department.
9. **Keep all records or pumping information** as part of the operation and maintenance tracking program. Recommend to pump every 2-3 years based on usage

**Present fees are**: Site Review Application $150.00

Septic Installation permits $450.00 ($376 local fee, $74 state fee)

$50.00 (Operation & Maintenance fee - 5 years)

Visit the Health District’s website: [www.coshoctoncounty.net](http://www.coshoctoncounty.net)/health, for a list of sewage contractors, soil evaluators, system designers and application forms. (Rev. 04/09/2024 ode)