

# Fulton County Health Department

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## Steps to Obtain an Onsite Sewage System Permit

Ordinance 120108 and State Code 410 IAC 6-8.3 requires the Fulton County Health Department to follow certain steps and procedures to issue a permit for a new, replacement, and/or repair onsite sewage system. The following steps **must be** completed in order to obtain an onsite sewage system permit.

These steps are:

1. Prior to beginning the necessary steps to obtain an onsite sewage system permit, **check with the Area Plan Commission to see if a land improvement permit can be issued – (574) 223-7667** (This step may not be needed for a repair/replacement onsite sewage system permit).
2. An Indiana Registered Soil Scientist **must** conduct and submit a soil/site evaluation to the Fulton County Health Department.
3. The **Fulton County Health Department will** then review and analyze the data contained in the soil/site evaluation report to **determine** the minimum onsite sewage system requirements.
4. A preliminary onsite sewage system approval letter will be sent to the applicant. This letter will entail the minimum onsite sewage system requirements for the property.
5. If the requirements set forth in the preliminary onsite sewage system approval letter can be met, design plans of the onsite sewage system must be submitted to the Fulton County Health Department. All components entailed in the onsite sewage system design plans must be physically staked out for the review of the Fulton County Health Department.
6. The Fulton County Health Department will then review the submitted design plans and conduct an onsite sewage system site evaluation. This onsite sewage system site evaluation will be conducted to verify requirements set forth in the preliminary onsite sewage system approval letter and the requirements set forth in Rule 410 IAC 6-8.3 have been met. The amount of time that must be spent reviewing design onsite sewage system plans may vary.
7. If the onsite sewage system site evaluation and design plans submitted appear to meet the minimum requirements set forth in Rule 410 IAC 6-8.3 and County Ordinance 120108 the Fulton County Health Department will issue an onsite sewage system permit.
8. An onsite sewage system permit fee one hundred dollars (\$100) must be paid when the onsite sewage system permit is issued for gravity flow subsurface and flood dose systems. An onsite sewage system permit fee of one hundred fifty dollars (\$150) must be paid when the onsite sewage system permit is issued for an elevated sand mound system, a drip system, a cluster system, or a sand lined system.
9. Any changes to the onsite sewage system design plans after the issuance of the onsite sewage system permit must be approved and submitted to the Fulton County Health Department in writing prior to the start of construction.
10. No construction of the onsite sewage system may occur if the onsite sewage system site is disturbed and or altered. If the onsite sewage system site is disturbed and or altered the onsite sewage system permit can and or may be revoked.
11. The approval of a site by the local plan commission or the county recorder does not constitute approval by the Fulton County Health Department.

*\* A list of Indiana Registered Soil Scientists, as well as a list of Fulton County Certified Onsite Sewage System Installers, can be obtained at the Fulton County Health Department.*