VANDERBURGH COUNTY HEALTH DEPARTMENT
Prevent. Promote. Protect. Partner.

Vanderburgh County Health Department
Environmental Division
420 Mulberry Street
Evansville, Indiana 47713-1231
Phone: (812) 435-5695
E-mail: health@vanderburghcounty.in.gov
Web Page: www.vanderburghcounty.in.gov/health

Public Health

APPLICATION FOR AN ONSITE SEWAGE DISPOSAL PERMIT

Please complete the entire application. Incomplete applications will not be processed

Date:_____ **Permit number**_____

Purpose of Application: ☐ New Subdivision ☐ New home construction ☐ Repair/Replace existing system

Property Information

Property Address_____
Is any part of this property located below the Regulatory Flood Elevation (RFE)/ base flood elevation?
☐ Yes ☐ No (no permits will be issued for sites below the RFE)
Lot Size _____ Lot in a Subdivision? ☐ Yes ☐ No Name_____ Lot # _____
Directions to site:_____

Owner/Agent Information

Owners Name:_____
Mailing Address:_____City_____Zip_____
Phone # Home:_____Day time:_____Fax:_____
Applicant's Name:_____
Mailing Address:_____City_____Zip_____
Phone # Home:_____Day time:_____Fax:_____

Dwelling Information

Number of Bedrooms* in Home_____ Number of full and half baths_____
Water Supply: ☐Public ☐Private Well ☐Cistern Jetted Bath Tub >125 gls ☐Yes ☐No
Plumbing Fixtures (e.g. sinks) in Basement? ☐ Yes ☐ No Total Square Footage _____ Ft2
Will water softener be used or is one currently in use? ☐ Yes ☐ No

Certification

I hereby certify that to the best of my knowledge, the above information is correct. All installations will be made as outlined in this application and in accordance with all provisions of the Indiana State Board of Health Regulation 410 IAC 6-8.3, the Vanderburgh County Code of Ordinances providing standards for private sewage disposal, and amendments thereto.
Print Name:_____Signature:_____Date:____/____/____
*bedroom is defined as any room equal to or greater than 70 square feet, with a closet and a window or door for emergency egress.

MEMO

_____
_____

OFFICE USE ONLY

Received Completed Application ___/___/___ Plans Reviewed ___/___/___
Soil Test Completed ___/___/___ Onsite Consultation ___/___/___
Requirement Sheet Sent ___/___/___ Permit Issued ___/___/___

FEE PAID

Permit $_____ Check # _____ Receipt #: _____ Date: ____/___/____

Vanderburgh County Health Department

Onsite Sewage Disposal System

Permit Application Progress Sheet

Keep this check sheet for reference.

The following steps must be completed before a permit will be issued.

☐ **Obtain an application packet from the Health Department.**
The application must be completely filled out, signed and returned to the department. The property owner must sign repair applications. ***Incomplete applications*** *will delay processing*.
Contact the Health Department at 435-5695 with any questions.

☐ **Contract with a soil scientist, registered in Indiana, to prepare a site/soil evaluation.**
This department cannot conduct the soil evaluation. Soil borings must be done at the proposed system location. Disturbing the soil after the evaluation is done may invalidate the test and require retesting.
Submit the application and soil evaluation by fax to (812) 435-5871 or mail/hand deliver to:

Vanderburgh County Health Department
Environmental Division
420 Mulberry St
Evansville IN 47713

☐ **After reviewing the application and soil report, the department will issue MINIMUM specifications for the onsite sewage disposal system.** These specifications will be mailed or faxed to the applicant or may be picked up at the health department office.

☐ **Submit an onsite sewage disposal system plan to the department for review.**
The plans must contain all applicable information requested on the site plan requirement sheet in the application packet. An engineer or the contractor installing the system may prepare the drawing.
Plans may be faxed to (812) 435-5871 or mailed/hand delivered to the above address.

☐ **The department will review all submitted materials.**
Please allow seven (7) working days for this process. After reviewing the materials, the department will grant the permit, deny the application or request additional information.
The permit fee must be submitted prior to the issuance of the OSDS permit.
Permit fees are: $80 for new construction or repair or replacement of an existing system or component and $100 for a commercial system.

☐ The installer is to **notify the department 24 hours prior to the completion of the system** so an inspection may be scheduled. The department will make multiple inspections as needed.

☐ **The department conducts inspection 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.

☐ **The homeowner is responsible** for insuring the final grading and vegetative cover meet state and county requirements.

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Site Plan Criteria for Residential Onsite Sewage Disposal Systems

The site plan must include all of the required elements. The plan may be drawn by an engineer or the contractor installing the system. Please use the form provided. All site plans must be drawn in ink.

1. The lot size, dimensions, and configuration.
2. North, South, East, West directions.
3. Location of dwelling, other structures, driveways, well, etc.
4. Location and type of all onsite system components. Note tank size and measurements in feet of all piping.
5. Show any drainage characteristics, such as ditches or swales that could impact the system.
6. All applicable setbacks required by 410 IAC 6-8.3 must be shown. (e.g., wells, property lines, etc.)
7. Show locations of utilities and easements that could impact the system.
8. Elevations at the four corners and the center of the proposed field bed or mound site.
9. Extent of area below the regulatory flood elevation (aka base flood elevation) if applicable. Flood zone information is available from the Building Commissioner at (812) 436-7867
9. A cross section of the trench and subsurface drain if applicable.

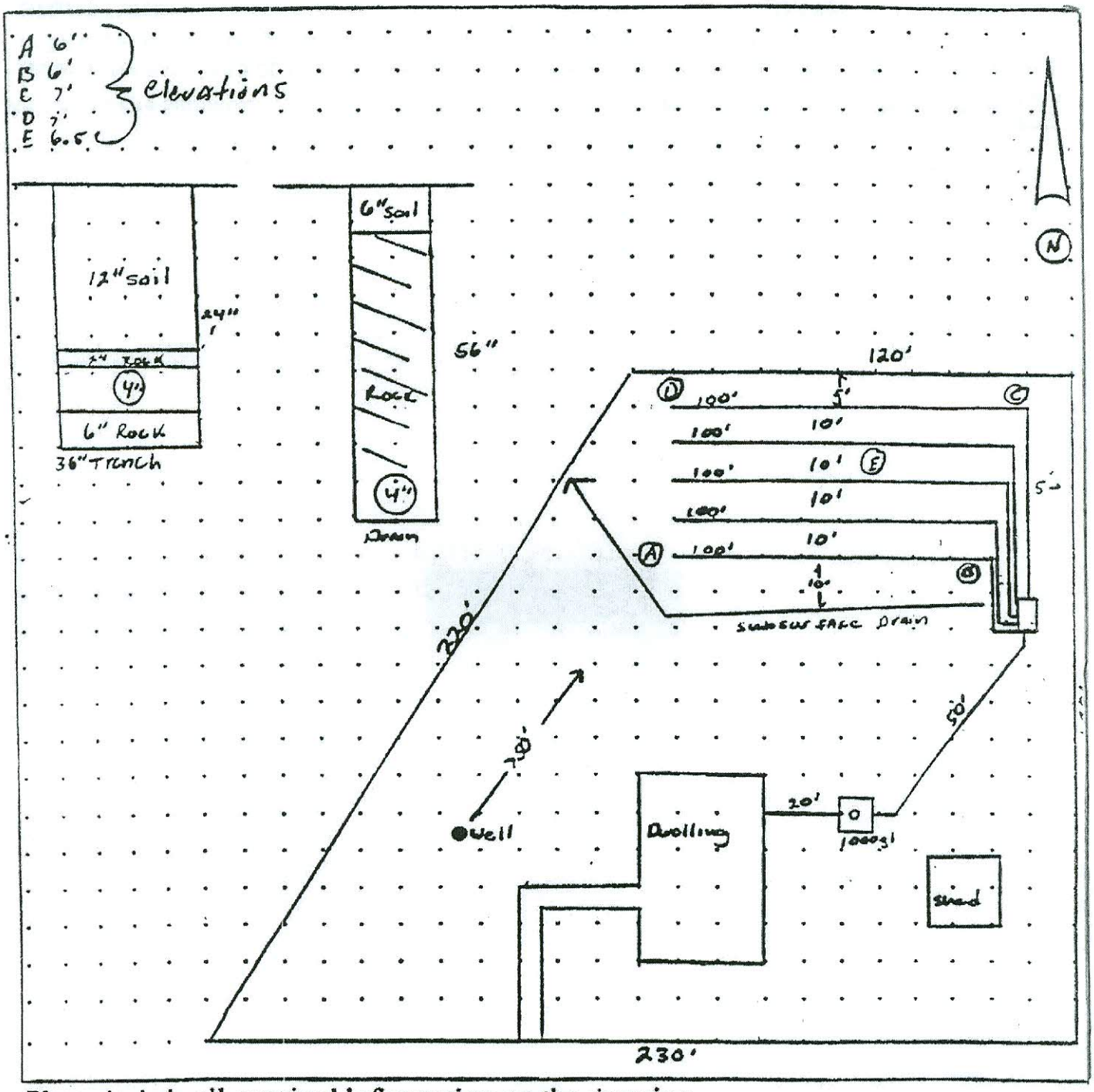
Please fax all information to (812) 435-5871

Or mail to
Vanderburgh County Health Department
420 Mulberry Street
Evansville, IN 47713

Contact the Health Department at (812) 435-5695
with any questions.

Vanderburgh County Health Department
Onsite system Site Plan

Location of proposed system: 1313 mockingbird lane



Please include all required information on the drawing

Prepared by John Q. Installer Date:

Reviewed By: Jim RFHS Date:

Comments:

Vanderburgh County Health Department

Onsite System Site Plan

Location of proposed system_____

Please include all required information on the drawing.

Prepared by:_____ Date: _____

Reviewed by:_____ Date:_____

Comments:_____

_____