

Kenton-Hardin County Health Department 175 W. Franklin St., Suite 120 Kenton OH 43326
Office: 419-673-6230 Fax: 419-673-8761 Email: khhd@co.hardin.oh.us

Process for Obtaining Sewage System Permit and/or Well Permit Information

1. Homeowner will receive the following forms from the health department by request:
 - a. **“Process for Obtaining a Sewage System Permit” Information sheet**
 - b. **“Site Inspection Application” (to be completed by homeowner and returned to the health department at least 48 hours before the evaluation inspection)**
 - c. **List of soil evaluators approved in Hardin County**
2. The Homeowner will complete and return the “Site Inspection Application” form along with the site evaluation fee of **\$320**. The health department should be at the property at the time of the site/soil evaluation to determine suitable areas of the property for soil evaluation in relationship to the requirements of the Ohio Administrative Code 3701-29. Should a sanitarian not be available at the time of the site inspection, the soil evaluator must flag all test holes for future evaluation.
3. Soil evaluation report/drawing will be sent to the health department by soil scientist or owner.
4. Health department will review evaluation data, determine if the site qualifies for a soil absorption system or a discharging system, and that the permit process can continue.
5. If the property qualifies under the requirements for a possible off-lot discharging sewage system, the health department will supply the owner with the needed information so the OEPA can determine if the system will meet requirements for a NPDES permit. For an off-lot discharging system the OEPA must issue a NPDES permit before the local health department can issue a sewage permit.
6. For soil absorption systems the health department will determine the type of sewage treatment system according to soil conditions and topography of lot, calculate dimensions of system and general layout of primary and replacement septic areas along with the well area in relation to buildings and any proposed or actual lot features. The health department will send the following information to the owner and if desired to the system installer;
 - a) A preliminary drawing of the proposed system location and other property features.
 - b) A list of the required parameters under which the system is to be installed.
 - c) A list of installers registered in Hardin County, if needed.
7. Upon the return of the completed scaled drawing, with elevation measurements, of the proposed sewage treatment system by the system installer, showing its exact positioning in relationship to lot features, well and sewage replacement area, the health department will approve, modify or reject the information according to Ohio Administrative Code 3701-29. For any modification or rejection of system design or placement information the health department will notify both the owner and installer.
8. An address, issued by the county engineer’s office 419-674-2222 and if needed, a recorded easement must be obtained before the sewage permit is issued.
9. Upon approval of the scaled drawing from the installer and the fee paid of **\$424**, a “Sewage System Installation Permit” will be issued.
10. The sewage permit is valid for one (1) year from the date of purchase or until the sewage treatment system is installed and approved by the Kenton-Hardin Health Department.
11. A follow-up required system inspection will be conducted within 12 months of installation as part of the permit operation and management.
12. The health department will draw up a private water system permit, if needed, from the installer’s approved scaled sewage drawing. The “Private Water System Permit” fee is **\$391.50**. (first water sample included to check for bacteria).
13. **By order of the Board of Health, installation of Sewage Systems will be suspended from December 1 thru March 1.**

CERTIFIED SOIL SCIENTISTS

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KENTON-HARDIN
HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

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Site Inspection Application

Name: _____ Phone: _____ (Home) _____ (Cell)

Mailing Address: _____ (email) _____

Property Address/Location: _____

Parcel # if available _____ Township _____

New Installation____ Replacement/Alteration____ Road Frontage____ Lot Size____ # Bedrooms____

Supply a drawing of the property (does not have to be to scale). Show the following items, marking them as existing (E) or proposed (P), with proposed locations:

Property Dimensions

Driveways or Hardscapes

Ponds or Streams

Buried Utilities

House/Buildings

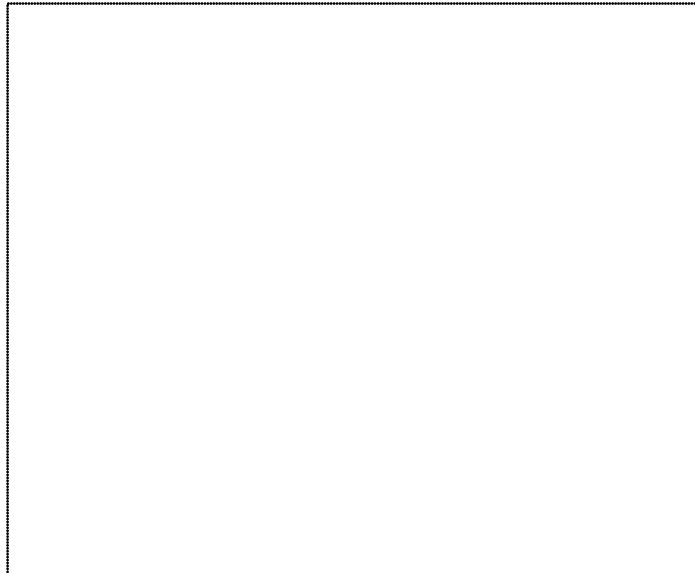
Approx. Distance to Road

Wooded Areas

Power Lines

Wells/Septic systems

Ground or structural variations/obstructions



Soil Evaluation Inspection:

Soil Evaluator: _____ Phone _____

Inspection Date: _____ Time: _____

All soil evaluation data /scaled site drawing will be in accordance with OAC 3701-29-08. All expenses incurred as a result of the soil evaluation are the responsibility of the person seeking the sewage permit. It is recommended that the Ohio Utilities Protection Service (OUPS) 1-800 362-2764 be contacted at least 48 hours before digging of soil evaluation. **Return this completed form along with \$320 to the Kenton-Hardin Health Department, a minimum of 48 hours before the scheduled site & soil evaluation inspection.**

Date Paid _____

Site # _____