



## Putnam County Health Department

PO Box 507

1542 S Bloomington St Suite 1500

Greencastle, IN 46135

(765) 301-7660 / (765) 301-7665 (fax)

### Information Packet for Obtaining a Permit for an On-Site Sewage Disposal System

The following steps are required in order to obtain a permit for both Commercial and Residential On-Site Sewage Disposal Systems in Putnam County. Design specifications and approval are also required from the Indiana State Department of Health for all commercial systems installed in the state.

- A soil evaluation must be completed by a professional soil scientist registered with the Indiana Registry of Soil Scientist. A report of this soil evaluation must be submitted to the Putnam County Health Department. A list of soil scientists in our area is provided with this packet.
- A permit application must be completed and returned to the Putnam County Health Department along with a check for \$125. Include house plans, deed of property with legal description and copy of plat. The application is attached to this packet.
- A Soil Evaluation Review Sheet with the Minimum System Requirements will be completed after receiving the Soil Report, the permit application, and the application fee. This Review Sheet will be submitted to the applicant.
- The applicant is required to submit the Review Sheet to either a Registered Professional Engineer or a Certified Indiana Onsite Wastewater Professional Association Septic Contractor, who will then design the system based on the Soil Evaluation Review Sheet. A list of Qualified Septic Contractors and a list of Registered Engineers are attached to this packet.
- The Registered Professional Engineer or Certified IOWPA Septic Contractor will submit system design plan to the Putnam County Health Department for review and approval.
- The Putnam County Health Department will contact the applicant when permit has been issued. **NO WORK ON ANY SEPTIC SYSTEM – NEW OR REPAIR – IS ALLOWED UNTIL A PERMIT HAS BEEN ISSUED!**
- Upon completion of all the steps the septic system may be installed. A final inspection conducted by the Putnam County Health Department will be completed and a copy will be provided for the homeowner, installer, and a copy will be kept on file in our office.

## ***ON-SITE SYSTEM DESIGN REQUIREMENTS***

*(Reference: Rule 410 IAC 6-8.3 or Rule 410 IAC 6-10.1, whichever is applicable)*

Recorded Deed with legal description of site & copy of Plat

House floor plan, including number of jetted tubs 125 gal or more

Recorded Easement if any part of the on-site system is not on the property (this may include the dispersal area)

Recorded Easement if any part of the subsurface drain is not on the property

System Design Criteria:

- Number of bedrooms in residence, including out buildings with plumbing
- Type of absorption field
- Provide any worksheets (including those provided by manufacturers) used for system design/sizing
- Drainage type required (both surface and subsurface)

Locations of all of the following:

- Easements including, but not limited to: utilities, roads, railroads, drainage
- Surface drainage characteristics of property
- All structures existing and proposed, including but not limited to, buildings, foundations, slabs, garages, patios, barns, pools (above/in ground), decks
- Lot lines (front, rear & side) as per County Zoning Ordinance
- Bodies of water, drainage ways, and drainage tiles
- Private or public wells
- Pressurized water lines
- Dispersal Area
- Soil boring
- Septic tank
- Dose tank
- Distribution box
- Soil absorption field
- System drainage
- Alternate (set-aside) Site

Specifications for:

- Tanks (septic & dose) – including size, material & manufacturer, including gallons per inch for the dose tank
- Distribution box – including size, material & manufacturer
- Pumps – including size, material, model number, pump curve, and manufacturer
- Outlet Filter – including manufacturer, model, GPD, and specification sheet
- All lines, pipes, and force mains – including sizes and specifications
- Risers – manufacturer, size, location
- Aggregate - including sand
- Barrier material

- Soil absorption area – product used in trench/bed, manufacturer, model #, lengths, widths, on center spacing, depths

#### Drawing of On-Site System Including Correct Elevations Provided For:

- Location and elevation of Temporary Benchmark (TBM)
- Identify whether shots are inverts or grade
- Land contours – Soil Absorption Field Contours (minimum 3 shots per trench – both ends & middle)
- House outlet
- Septic tank inlet
- Septic tank outlet
- Distribution box inlet
- Distribution box outlets
- Pump (Dose) tank inlet
- Pump on, off, and high water alarm levels
- Pump (Dose) tank outlet
- Subsurface drainage inlet
- Subsurface drainage outlet
- Subsurface drain – any other bends/corners

#### Cross Sections

- Septic tank
- Dose tank
- Distribution box
- Trench
- Subsurface drain
- Sand bed absorption area

If drawing is not to scale distances MUST be provided, including but not limited, to the following:

- House outlet to tank inlet
- Tank outlet to dose tank
- Dose tank to distribution box
- Distribution box to trenches
- Subsurface drain, including length between elevation points

# Qualified Septic Contractors

This list is a courtesy and is not intended to favor one contractor over another.

Baker Septic Services\*^+  
600 N Indiana St  
Greencastle, IN 46135  
PH: (765) 653-2961  
Fax: (765) 653-2127  
Cell: (765) 721-0606  
[Bake7669@yahoo.com](mailto:Bake7669@yahoo.com)

Boller Excavating\*+^  
8974 N CR 725 W  
Russellville, IN 46175  
PH: (765) 435-2144  
Cell: (765) 366-0342  
[Boller\\_excavating@sbcglobal.net](mailto:Boller_excavating@sbcglobal.net)

Brian Stephenson Excav.\*+  
4504 S CR 800 W  
Coatesville, IN 46121  
PH: (765) 386-7292  
Cell: (317) 370-9796  
[bsbb@ccrtc.com](mailto:bsbb@ccrtc.com)

Burdette Construction  
5977 Cunot Cataract Rd  
Poland, IN 47868  
PH: (765) 721-0007  
[Wburdette@ccrtc.com](mailto:Wburdette@ccrtc.com)

Happy Valley Sand & Gravel\*^+  
4232 E US 40  
Plainfield, IN 46168  
PH: (317) 839-6800  
Fax: (317) 839-7015  
[Hvsginc@gmail.com](mailto:Hvsginc@gmail.com)

Clark Brothers Excavating  
2409 S CR 500 E  
Greencastle, IN 46135  
PH: (765) 526-2092

Cline Trucking & Excav.\*^+  
PO Box 400  
Clayton, IN 46118  
PH: (317) 539-2698  
Fax: (317) 539-5119  
[Cline878@tds.net](mailto:Cline878@tds.net)

Steve Cooper Excav.  
127 S Main St  
Fillmore, IN 46128  
PH: (765) 246-6779  
Fax: (765) 246-6158  
Cell: (765) 720-3080  
[Coopm2235@yahoo.com](mailto:Coopm2235@yahoo.com)

JR Bowling Trucking, LLC  
1516 E CR 450 N  
Greencastle, IN 46135  
PH: (765) 721-1431  
Fax: (765) 522-1301

McCullough Excavation\*^+  
7070 E CR 600 N  
Bainbridge, IN 46105  
PH: (765) 386-6514  
Fax: (765) 386-2885  
[smexcavating@gmail.com](mailto:smexcavating@gmail.com)

Spiker Excavating+  
PO Box 241  
Greencastle, IN 46135  
PH: (765) 653-1512  
Fax: (765) 653-1522  
[jill@spikerexcavating.com](mailto:jill@spikerexcavating.com)

Thomas Ditching ^+  
PO Box 208  
Greencastle, IN 46135  
PH: (765) 739-6232  
[Thomas.steve33@gmail.com](mailto:Thomas.steve33@gmail.com)

Ground Control Excav/Const. \*^+  
Jeff Williams  
2661 Quincy Rd  
Quincy, IN 47456  
PH: (765) 795-4097  
Cell: (812) 878-6636  
[PokerCrazy43@hotmail.com](mailto:PokerCrazy43@hotmail.com)

Joe Custis Excavating\*^+  
1767 W CR 125 S  
Greencastle, IN 46135  
PH: (765) 301-0082  
[joecustis@yahoo.com](mailto:joecustis@yahoo.com)

Masterscape Excavating\*^  
Clint Knoy  
4011 Old SR 55 N  
Crawfordsville, IN 47933  
PH: (765) 359-1906  
Cell: (765) 366-5458  
[Masterscape4011@live.com](mailto:Masterscape4011@live.com)

TNT Excavating\*  
5473 S Davis Bridge Road  
Crawfordsville, IN 47933  
PH: (765) 376-1082  
Fax: (866) 325-6029  
[Bwturner3575@gmail.com](mailto:Bwturner3575@gmail.com)

Brett Hurley Construction  
1265 S Jackson St  
Greencastle, IN 46135  
PH: (765) 653-1325

Premier Excavation  
David Black  
10018 N CR 675 E  
Roachdale, IN 46172  
(765) 719-0384  
[premierexcavation@outlook.com](mailto:premierexcavation@outlook.com)

\*IOWPA Certified Installers  
^Presby Certified Installers  
+ATL Certified Installers

## Registered Engineer List

This is a list of Registered Certified Engineers that are familiar with Putnam County Code.  
This list is a courtesy and is not intended to favor one contractor over another.

Civil Engineering Consult.  
1285 S Jackson St Suite B  
Greencastle, IN 46135  
PH: (765) 653-6710  
Fax: (765) 301-9230  
[cindy@ceconservices.com](mailto:cindy@ceconservices.com)

Moench Engineering  
3996 Clarks Creek Road  
Plainfield, IN 46168  
PH: (317) 837-2767  
Fax: (317) 837-7266  
[ecarson@moencheng.com](mailto:ecarson@moencheng.com)

Kruse Consulting  
7384 Business Center Dr.  
Avon, IN 46123  
PH: (317) 272-5508  
Fax: (317) 272-2410  
[dkruse@kruseconsulting.com](mailto:dkruse@kruseconsulting.com)

SD Design  
631 Timber Ridge Rd  
Spencer, IN 47460  
(812) 829-9238  
[stevezoedean@gmail.com](mailto:stevezoedean@gmail.com)

## Certified Soil Scientist List

This is a list of Soil Scientists in and around Putnam County.  
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Jerold L. Shively  
625 Medallion Dr.  
Greencastle, IN 46135  
PH: (765) 653-3180

Mark McClain  
10740 Cheryl Court  
Carmel, IN 46033  
Cell: (765) 212-7645  
[Mmcclain1313@gmail.com](mailto:Mmcclain1313@gmail.com)

Amber Willen  
2658 Rey Cemetery Rd  
Freedom, IN 47431  
Cell: (812) 585-0387  
[SoilScientist80@gmail.com](mailto:SoilScientist80@gmail.com)

Thomas Ziegler  
42 Canyon Creek Circle  
Lafayette, IN 47909  
PH: (765) 474-3041  
Cell: (765) 714-0955  
[ThomasRZiegler@aol.com](mailto:ThomasRZiegler@aol.com)