



Public Health
Prevent. Promote. Protect.

Putnam County Health Department

PO Box 507

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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. **Septic contractor is to contact the Health Department two (2) business days PRIOR TO STARTING THE INSTALLATION.**

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.

Highlighted contractors are certified to design and install systems

ARB, LLC *^+

Rich Burdine
668 W CR 400 S
Clayton, IN 46118
(317) 919-0678
ARB2tds.com

Baker Septic Services^^
600 N Indiana St
Greencastle, IN 46135
(765) 653-2961 / (765) 721-0606
bakersseptic@yahoo.com

Boller Excavating*^+

8974 N CR 725 W
Russellville, IN 46175
(765) 435-2144 / (765) 366-0342
Boller_excavating@sbcglobal.net

JR Bowling Trucking, LLC*

1516 E CR 450 N
Greencastle, IN 46135
(765) 721-1431
bowlinglc@yahoo.com

Brett Hurley Construction
1265 S Jackson St
Greencastle, IN 46135
(765) 653-1325
brethurleyconstruction@gmail.com

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

Cartwright Excavating*

Rick Cartwright
7495 W CR 550 S
Coatesville, IN 46121
(317) 414-5466
Rcart69@yahoo.com

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

Cline Trucking & Excav.*^+

PO Box 400
Clayton, IN 46118
(317) 539-2698
Cline878@tds.net

Steve Cooper Excav.
127 S Main St
Fillmore, IN 46128
(765) 246-6779 / (765) 720-3080
Coopm2235@yahoo.com

Energy Conservation Solutions*^

Bill Mentgen
2009 S CR 400 W
Greencastle, IN 46135
(720) 641-2060

Fender Excavating LLC*^

3740 Mangus Rd
Poland, IN 47868
(812) 585-7965
Tf450@yahoo.com

Ground Control Excav/Const.*^+

Jeff Williams
2661 Quincy Rd
Quincy, IN 47456
(765) 795-4097 / (812) 878-6636
PokerCrazy43@hotmail.com

Happy Valley Sand & Gravel*^+

4232 E US 40
Plainfield, IN 46168
(317) 839-6800
Hvsginc@gmail.com

Joe Custis Excavating*^+

1767 W CR 125 S
Greencastle, IN 46135
(765) 653-1490
joecustis@yahoo.com

KTS Contracting, LLC*

Mike Walters/David Walters
4195 N CR 200 E
Greencastle, IN 46135
(317) 405-7411
KTScontractingllc@yahoo.com

Masterscape Excavating*^

Clint Knoy
4011 Old SR 55 N
Crawfordsville, IN 47933
(765) 359-1906 / (765) 366-5458
Masterscape4011@live.com

McCullough Excavation*^+

7070 E CR 600 N
Bainbridge, IN 46105
(765) 386-6514
smexcavating@gmail.com

Premier Excavation**

David Black
10018 N CR 675 E
Roachdale, IN 46172
(765) 719-0384
premierexcavation@outlook.com

Sodbuster Excavating*

Kevin Lotz, Owner
6462 E CR 1000 S
Cloverdale, IN 46120
(765) 795-4235 / (765) 376-8110
Klotz357@gmail.com

Spiker Excavating
PO Box 241
Greencastle, IN 46135
(765) 653-1512
jill@spikerexcavating.com

Stephenson Excav.*+

Brian Stephenson
4504 S CR 800 W
Coatesville, IN 46121
(765) 386-7292 / (317) 370-9796
bsbb@ccrtc.com

Thomas Ditching*^
PO Box 208
Greencastle, IN 46135
(765) 739-6232
Thomas.steve33@gmail.com

TNT Excavating*^+

5473 S Davis Bridge Road
Crawfordsville, IN 47933
(765) 376-1082
Bwturner3575@gmail.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.

Deckard Engineering & Surveying, PC
1517 S Grant Ave
Crawfordsville, IN 47933
(317) 373-7175
roger@deckardsurveying.com

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

Moench Engineering
3996 Clarks Creek Road
Plainfield, IN 46168
PH: (317) 837-2767
Fax: (317) 837-7266
bmoench@moen Cheng.com

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

Certified Soil Scientist List

This is a list of Soil Scientists in and around Putnam County.
This list is a courtesy and is not intended to favor one contractor over another.

Jerold L. Shively
625 Medallion Dr.
Greencastle, IN 46135
PH: (765) 653-3180

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

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

Mark McClain
10740 Cheryl Court
Carmel, IN 46033
Cell: (765) 212-7645
Mmclain1313@gmail.com

Staley's Soil Service, Inc
71 W CR 650 S
Clay City, IN 47841
(812) 939-2752
Toll-Free: (800)-773-3250