



Public Health
Prevent. Promote. Protect.

Putnam County Health Department

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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. **ONLY CERTIFIED SEPTIC CONTRACTORS CAN INSTALL A SEPTIC SYSTEM.**
- 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.**