

RESIDENTIAL ONSITE SEPTIC PERMIT PROCESS

Rush County Health Department
Rush County Courthouse, Room 105
Rushville, IN 46173
(765) 932-3103 FAX (765) 938-2604

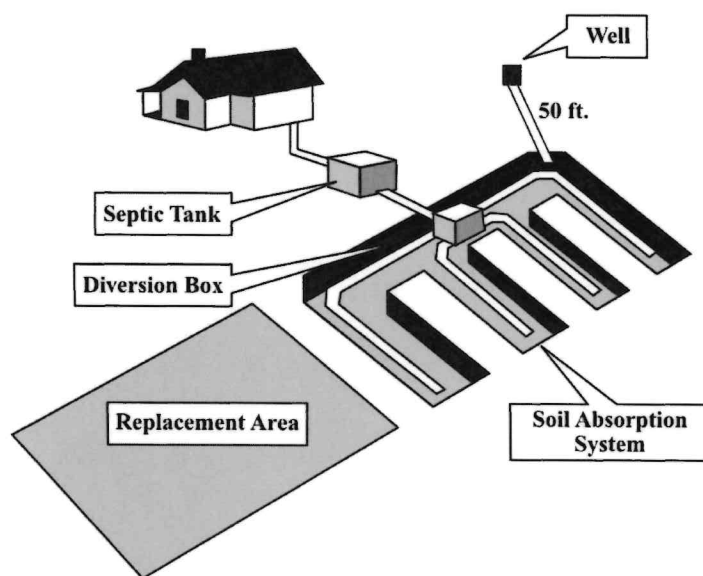
OFFICE HOURS:

The Environmental Health Specialist holds regular office hours at the Courthouse from 8:00 a.m. to 4:00 p.m. Since there is fieldwork involved in the installation of any system, always call to make an appointment to ensure that someone is available to assist you.

PERMIT FEES:

Septic System Permit (New)	\$250.00
Septic System Repair	\$100.00
Septic Permit Renewal	\$ 30.00
Hook Up	\$100.00

What is an Onsite Septic System?



An Onsite Septic System has several components, which consist of a septic tank, a distribution or diversion box (D-box), and a soil absorption field or soil absorption system. Due to the soil composition and the unique features of your property, your system may require an additional dose tank, with a pump and alarm.

Your septic system treats your household wastewater by temporarily holding it in the septic tank where heavy solids and lighter scum are allowed to separate from the wastewater. This process is known as "primary treatment". The solids stored in the tank are decomposed by natural bacteria and later removed, along with the lighter scum, by a professional septic tank pumper. You should maintain the long, healthy life of your septic system by having your septic tank pumped every 3-5 years.

After the partially treated wastewater leaves the tank, it flows into a distribution box, which separates this flow evenly into a network of drainage trenches, known as the Soil Absorption System or Field. This process is referred to as "secondary treatment". A properly functioning septic system does not pollute the groundwater.

Protect your investment in your septic system and avoid costly repairs by diverting roof drains, sump pumps, and surface water to prevent flooding. Practice water conservation and repair dripping faucets and leaking toilets. Do not put household trash or chemicals into your system; and **never** allow anyone to park or drive a vehicle over your septic system.

RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY HEALTH DEPARTMENT

COMPLETE AND RETURN THIS APPLICATION

New Home _____
Replacement _____
Repair _____
Receipt # _____

Permit# _____
Date Issued _____
Expires _____
Application # _____
Date Issued _____

All Information Requested Must Be Complete or Application Will Be Returned

Date: _____

APPLICANT'S NAME: _____

Current Address _____

State _____ Zip _____ Home Phone _____ Work Phone _____

CURRENT PROPERTY OWNER NAME: _____

Address _____

State _____ Zip _____ Home Phone _____ Work Phone _____

IF SOMEONE WILL ACT AS YOUR AGENT, HIS OR HER NAME: _____

Address _____

State _____ Zip _____ Home Phone _____ Work Phone _____

ADDRESS OF SITE IF REPAIR, REPLACEMENT, OR EXPANSION OF SEPTIC

GIVE EXACT DIRECTIONS FROM two INTERSECTING ROADS

BUILDING TYPE: HOUSE _____ MODULAR _____ MOBILE _____

BEDROOM# _____ BEDROOM EQUIVALENTS _____

GARBAGE DISPOSAL _____ GEOTHERMAL WELL _____

JETTED TUB _____

WATER SUPPLY: WELL _____ OR CITY _____ TOTAL ACRES OF PROPERTY _____

SEPTIC CONTRACTOR'S NAME: _____

ADDRESS: _____ **STATE** _____ **ZIP** _____

TELEPHONE: _____ **CELL:** _____

RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY HEALTH DEPARTMENT

PLAN SUBMITTAL PROCEDURES

updated 5-16-2018

1. **APPLICATION** – Fill out the Septic Permit Application and return it to the Rush County Health Department (RCHD). You must provide all of the information requested, or your application will be rejected.
2. **SOIL EVALUATION** – You must obtain a soil evaluation prepared by an ARCPAC Certified Soil Scientist. The Soil Evaluation must be submitted to RCHD either by fax: (765) 938-2604, or by email: rcdhenvironmentalist@rushcounty.in.gov. A partial list of Certified Soil Scientists who regularly visit Rush County is included within this document. For a complete list of Certified Soil Scientists, please visit the Indiana State Department of Health at www.isdh.in.gov.
3. **CHOOSE A CONTRACTOR/EXCAVATOR** – Rush County requires all installers (professional installers or homeowner installers) installing, repairing, replacing, or hooking-up to an On-site Septic System to be RCHD Certified beginning June 30, 2018. This will help to assure the basic knowledge of Indiana State Department of Health Rule 410 IAC 6-8.3 in protecting the profession, the consumer, public health, and the environment. For a complete list of RCHD Certified Installers or for more information to become a RCHD Certified Installer, please contact the environmentalist at Rush County Health Department 765-932-3103 or email: rcdhenvironmentalist@rushcounty.in.gov.
4. **SITE PLAN** – A legal survey of the property lines must be submitted. The survey must be to scale and carry the Surveyor's Seal. **A survey is not required if you own ten (10) acres, or more.**
5. **FLOOR PLAN** – A floor plan is required to determine the size of the septic system. Indiana requires that your system be sized according to the number of bedrooms in your home. An area totaling 70 sq. ft., with at least one window or door for emergency exit, and for new construction, a closet, must be included as a bedroom in the calculation of your system needs.
6. **SITE MEETING** – Set up a meeting between YOU, your installer, and the Environmental Health Specialist. At that time, the specifications for your onsite septic system will be issued. **RUSH COUNTY HAS ONE INSPECTOR. BE ADVISED, YOU MUST SCHEDULE YOUR APPOINTMENT 2-5 DAYS IN ADVANCE.**
7. **SYSTEM DESIGN** – Your Installer will submit a drawing outlining the details of your system. Once this design has been reviewed and approved, your Septic Permit can be issued.
8. **THE SEPTIC PERMIT** – Once, we are certain an onsite septic system can be installed on your property, please make your payment for the Permit payable to the Rush County Health Department. The permit is valid for one (1) year. You have an opportunity to renew the permit within thirty (30) days of expiration for a Renewal Fee of \$30.00. ***During bad weather, we are unable to install onsite septic systems due to the condition of the soil. If the soil is wet or frozen, your installer may be unable to complete the job until the weather improves. Typically, Indiana has a "no dig season" between November and March.***
9. **CONTRACTOR/EXCAVATOR** – Please review the requirements for submitting your System Design Drawing, as some items may have changed to reflect Indiana State Department of Health Rule 410 IAC 6-8.3. **You must call the Rush County Health Department before breaking ground. Due to the availability of Rush County's Inspector, you must allow reasonable notice, which is 5 days for scheduling your job.** The Rush County Health Department will make every reasonable effort to accommodate your schedule, the weather, as well as other duties required of the Inspector by the county. Your cooperation in job scheduling is required to ensure that your client is satisfied with our work.

RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY HEALTH DEPARTMENT

INSTALLERS

Rush County does not endorse any Company or Installer. For a complete list of certified contractors and installers, please visit www.iowpa.org (Indiana Onsite Wastewater Professional Association) or call IOWPA at (317) 889-2382.

ALL DRAWINGS MUST INCLUDE THE FOLLOWING: revised 2-21-2017

- Name of the Installer, address, and phone
- Property address of job and homeowner's name
- Date of drawing
- Indicate North
- Show distance to property lines and any easements
- Location of roads and names
- Indicate soil borings on drawing
- Show all structures (existing and proposed), patios, decks, fences, or pools
- Show location of ponds, lakes, creeks, ravines, and existing tiles
- Distance from septic tank and closest trench to Well or Proposed Well
- Elevation shots, at both ends and the middle of each trench
- Show the location from house to tank, tank to D-box, D-box to trenches, include pipe length
- Invert elevations at the house foundation, the septic tank inlet and outlet, dose tank inlet and outlet, and D-box inlet and 1st trench inlet.
- Show all slope directions
- Indicate differences between solid and perforated piping and length of lines
- If a Perimeter Drain or Interceptor Drain is required, show the invert and ground elevation at corners and outlet and length of drainpipe, if you surface to outlet. Cross section of drain including geotextile fabric covering.a cross section of the drain.
- Show surface diversion, if applicable
- Indicate if Installer or Homeowner will provide grass seed after final grade
- Record the size,type, and manufactures of septic tank, dose tank, outlet filter, and chambers
- Include a list of all pipe used with ASTM numbers
- If a dose tank and pump are required, please include specifications from the manufacturer on the pump. Cross section view of the dosing tank, showing floats settings with elevations and distance between floats.
- A SAF cross section showing the trench depth and width, and the product(s) to be used in construction of the SAF
-

DUE TO THE AVAILABILITY OF RUSH COUNTY'S INSPECTOR, YOU MUST CALL THE HEALTH DEPARTMENT 5 DAYS IN ADVANCE OF BREAKING GROUND (RCHD 765-932-3103). Plan your work and we will make every attempt to work your plan. Failure to provide notice may cause your job to be delayed.

A site meeting with the Homeowner, Installer, and Environmental Health Specialist must occur before the permit will be issued.

NOTE: If septic repair has a low plumb on the septic line, or an unexpected problem occurs that may affect the original trench design, **CALL this office immediately, If the specifications cannot be met (RCHD (765) 932-3103).**

**RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY, INDIANA**

HOMEOWNERS AND INSTALLERS

THE PERMIT

Your permit will be issued when all of the preceding steps are completed and reviewed.

Stake off or set aside the approved septic area to prevent damage to the site. This Permit will be issued based on the existing soil conditions when the soil test was taken. Addition or removal of soils, cutting, compaction, scraping, or being driven over excessively, will require the area to have a new soil test.

Please make sure your Installer calls our office **5 days before** beginning work.

- **Trench Systems:** The Inspector would like to be on site when the tank is dropped and leveled, as well as on site for the final inspection.
- **Mound Systems:** The Inspector would like to be on site when digging begins, as well as the final inspection and cover.

UNDERSTANDING YOUR SEPTIC PERMIT

At the time of final inspection, the Inspector will check the specifications of the job and match those specs to the Installer's Drawing. This process involves measurement of the system, recording the components of the system, as well as ensuring the functionality of the system.

The Installer is responsible for knowing and meeting the requirements set forth in the *Residential Onsite Sewage Systems Rule 410 IAC 6-8.3*, from the Indiana State Department of Health.

The Inspector is responsible to see that the requirements of the *Residential Onsite Sewage Systems Rule 410 IAC 6-8.3* are met, by the Installer.

THE RUSH COUNTY HEALTH DEPARTMENT, HEALTH OFFICER, OR THEIR DESIGNEE, MAY REVOKE THIS PERMIT IN COMPLIANCE WITH 410 IAC 6-8.3

IF...

- Installation of the system is not completed according to the approved drawings or plans and in compliance with 410 IAC 6-8.3.
- It is determined from inspection by the Health Officer, their designee, or the Indiana State Department of Health, that the system was installed during a period of wet weather when the soil was sufficiently wet at the depth of the installation to exceed the plastic limit as defined in the 410 IAC 6-8.3.
- It is determined from inspection the Health Officer, their designee, or the Indiana State Department of Health, that the site for the septic system was altered or damaged due to cutting, scraping, compacting, or smearing of the soil conditions by construction equipment or vehicles.
- The Health Officer or their designee is denied reasonable notice, which is **5 days** for final inspection and approval of the installation as stated in 410 IAC 6-8.3.
- Upon final inspection by the Health Officer, or their designee, subsurface portions of the system are covered with soil to the extent that a satisfactory inspection and approval cannot be made.

*****INSTALLER NOTE:** *As a Best Practice Standard, all Installers are encouraged to have flow dials or flow equalization devices available, in the event that the system requires the adjustment of the header lines. It is possible to have a level D-box and unequal flow between the trenches. These flow dials help ensure the Distribution box has equal flow to all trenches. This D-Box flow will be tested at the site. Installers shall have at least 5 gallons of water available for functionality system testing and final system approval.*

SEEDING AND LANDSCAPING AGREEMENT

Seeding the entire system upon completion is very important! Lack of grass on a system may lead to erosion by wind and rain, which can expose the system to the elements. After final inspection, it is recommended that **seeding occur immediately**. Winter Wheat or Fescue can serve as an intermediary before Blue Grass is added if necessary. If seeding is impossible, the area around the system must be covered with straw until seeding occurs.

Further, it is important for proper cover soil to be added to the system upon completion. Additional top soil may be required on shallow systems. This cover must be good top soil, which will serve to cap the system and protect it from exposure and possible failure. After providing cover, many installers conduct a rough grade over the system and require the homeowner to do additional dragging and smoothing. If the homeowner conducts the finish grading, please be careful not to remove any of the cover during this process. Any damage done to the cover of the system after the installer leaves is the homeowners' responsibility.

Last, settling may occur over the absorption field after installation. This may result in ponding of water on top of the system, causing damage to the system or failure. Please make sure that all required cover was added to your absorption field to prevent depressions due to settling. It may be necessary to add more soil after settling occurs.

Agreement:

I _____, The Homeowner, will do the finish grading (without removing required cover).

I _____, The Homeowner, will seed the septic system.

OR

I _____, The Contractor will do the finish grading (without removing required cover).

I _____, The Contractor, will seed the septic system.

RECOMMENDED WATER USE AND CONSERVATION TECHNIQUES:

Install water-saving shower heads and low flow toilets, take shorter showers or take baths, turn off water when shaving or brushing teeth, check faucets and pipes for leaks, use washing machine and dishwasher for full loads only, distribute loads of laundry evenly throughout the week, recharge water softener as infrequently as possible, route roof drains and basement drainage water (sump pumps) away from septic area, **do not water lawn over septic area**.

RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY, INDIANA

MINIMUM SEPTIC SYSTEM REQUIREMENTS

Property Owner/Agent

_____ Gallon Septic Tank – without basement plumbing

_____ Gallon Septic Tank 1 compartment with basement sewage pump

_____ Gallon Septice Tank 2 compartment with basement grinder pump

_____ Gallon Dosing Tank

_____ Sq. Ft. _____ L. Ft. of Absorption area (rock & pipe)

_____ Sq. Ft. _____ L. Ft. of Absorption area (chambers)

_____ 36 Inches, Trench width

_____ Inches, Trench depth from ground surface to trench bottom

At Least _____ Feet from any well (Absorption area and septic tank)

_____ Inches of soil to be crowned over absorption area including between trenches
(rock & pipe)

_____ Inches of soil to be crowned over absorption area including between trenches
(low profile chambers)

____ Yes ____ No A diversion or drainage way is required upslope from the absorption area

_____ Feet of dispersal area required down slope from the septic system

_____ $\frac{1}{4}$ width of SAF (soil absorption field) on both sides

_____ $\frac{1}{2}$ width of SAF (soil absorption field) on the down slope side

_____ 10' or the distance to the perimeter drain

SUBSURFACE DRAIN REQUIRED: _____ YES _____ NO

_____ 10 Feet, distance drain must be from absorption area

At Least _____ 36 Inches, distance drain must be below trench bottom

_____ Upslope side(s) only (requires aggregate) –interceptor drain

_____ All four sides (Aggregate required on upslope side(s)) – perimeter drain

____ Yes ____ No Geo Textile Wrap required

The property owner and/or his agent certifies that to his/her knowledge all the information submitted is correct and the system will be installed as approved in compliance with 410 IAC 6-8.3.

This application will be considered pending until all of the information as determined by the Health Officer or their designee has been provided by the property owner or his/her agent to the Rush County Health Department. No permit will be issued until all information is approved by the Rush County Health Department.

Signature of Property Owner/Agent

DATE _____

If the Septic System cannot be installed in the area specified by the Soil Test and as required above, I will call the Rush County Health Department at (765) 932-3103 before beginning work. I have received a copy of the Minimum Septic Requirements.

Signature of Septic Installer

DATE _____

Signature of Health Officer/Designee

DATE _____

WELL DRILLING

Things you should know, when it comes to your drinking water.

- You must supervise where you want your well placed. Locate the well as far from the septic system as possible. **The minimum well and septic separation distance is 50'.** If possible, place the well a good distance from the septic system (100+ feet if possible). The minimum well separation distance of 50' is required from any part of the system to include the sewer line from the house to the septic tank, the septic tank, and absorption field.
- Do not place the well in a depression where water can pool on the wellhead.
- Do not place the well next to a road where a chemical spill could cause contamination to your well.
- Do not place the well next to agricultural fields or livestock operations.
- If there is an existing well on your property that you are not going to use, be advised that the wells must be closed properly with an expanding grout material. Failure to do this may contribute to contamination of your new well.
- Call 1-877-928-3755 to talk to the DNR Division of Water, or visit www.in.gov/dnr/water to search for a well record.

PLAY 20 QUESTIONS **WITH YOUR WELL DRILLER!**

1. Will my new well produce enough water for my household needs? (This question should be answered before you buy a house or building site requiring a well.)
2. If ground water is available but limited, will I need additional storage tanks?
3. Is your well driller licensed with the DNR?
4. Do they send required paperwork to the Department of Natural Resources to register your well?
5. Does the contractor seal the outside of the casing with an annular seal or impervious grout material?

PLAY 20 QUESTIONS **WITH YOUR WELL DRILLER!**

6. What will be the diameter of my new well? (The casing and screen installed in the borehole will have a smaller diameter than the borehole.)
7. What will be the depth of my new well? (A driller cannot always predict the final depth, but depths of nearby wells offer some guidance.)
8. Will the well be finished in bedrock, or will it be finished in an unconsolidated layer where screening will be required to keep sand and gravel out of the well?
9. Will the casing pipe material be steel or plastic (PVC)?
10. What material will be used for the screen and is it removable, if we need to replace it?
11. How will the space between the well casing pipe and the borehole be sealed (grouted)?
12. To what depth will it be sealed? (Grouting prevents surface water and shallow underground water from entering and possibly contaminating the well.)
13. What type and size of pump and pressure tank will be used?
14. What material will be used for the water line from the well to the house and for the pump drop line? (the pipe inside the well casing on which a submersible pump is suspended.)
15. How much site restoration will be done? (Well drilling rigs and support vehicles can make large ruts in lawns, and the drilling process can be messy. Be sure you know what the driller will do and what you will be expected to do.)
16. Are there water quality problems in this area, such as naturally occurring minerals (e.g., iron, sulfur, carbonate)?
17. Are there water quality problems as a result of bacteria, or farm and industrial chemicals?
18. Can local water quality problems be overcome by drilling a deeper well or installing water treatment equipment?
19. Do they bleach out the system after construction and then conduct a standard bacteria test? If not, hire them at your own risk.
20. Will I be given a copy of the water test results?

RESIDENTIAL ONSITE SEPTIC SYSTEMS
RUSH COUNTY HEALTH DEPARTMENT

PERMIT # _____

FINAL INSPECTION

_____ Tank Level	TANK DATE & GPS
_____ ASTM# AND SCH 40 from House to Tank	
_____ At Least 10 Feet from House	
_____ At Least 5 Feet from Property Line	
_____ At Least 50 Feet from Well	
_____ At Least 50 Feet from Neighboring Wells	
_____ At Least 100 Feet from Well	
_____ At Least 100 Feet from Neighboring Wells	
_____ Dose Tank	DOSE TEST & PUMP DATA
_____ Box Level	FLOW TEST
_____ Each Line Individually Connected	
_____ Schedule 40 - 4 Inch from Tank to Box	
_____ Baffled/Elbow with 2" clearance from bottom	WEEP HOLE
_____ Solid Line First 5 Feet SCH 35	
_____ 36 Inch Wide Trench	
_____ Trench Depth in Inches	
_____ Chamber system	NUMBER OF CHAMBERS
_____ #4 Stone Clean (Prewashed)	
_____ Geo Textile Fabric	
_____ ASTM # AND SDR #	
_____ At Least 10 Feet from House	
_____ 7 1/2 Feet on Center, Laterals	ON THE CONTOUR
_____ 10 Feet on Center, Laterals	
_____ Total Lineal Feet of Perforated Piping	
_____ At Least 50 Feet from Well	
_____ At Least 50 Feet from Neighboring Wells	
_____ At Least 100 Feet from Well	
_____ At Least 100 Feet from Neighboring Wells	
_____ Inches of Soil to be Mounded Over Absorption Area	
_____ Drainage Swail is Properly Located	
_____ Perimeter Drain with Stone to Surface of Ground	RODENT GUARD
_____ Perimeter Drain at Least 36 Inches Below Bottom of Trenches	
_____ Perimeter Drain at Least 10 Feet from Trenches	
_____ 50 Feet of Dispersal Area Downslope from Trenches	NEW CONST ONLY
_____ 30 Feet of Dispersal Area Downslope from Trenches	

This system met all parameters set forth in IAC 410 6-8.3. *The Rush County Health Department does not guarantee or warranty the work performed by your Installer.*

THIS ONSITE SEPTIC SYSTEM HAS PASSED FINAL INSPECTION
CONGRATULATIONS!

INSTALLED BY: _____

DATE: _____
INSPECTED BY: _____