

CLARK COUNTY HEALTH DEPARTMENT
1320 Duncan Avenue, Jeffersonville, IN 47130
Phone: (812) 282-7521 Fax: (812) 288-2711 www.clarkhealth.net

New Commercial On-site Sewage Disposal System Procedures

- 1) You must submit your information to the Indiana State Department of Health (**ISDH**), as required by ISDH Rule 410 IAC 6-10.
 - a) Web address: <http://www.in.gov/isdh/23283.htm>, this will have all the information you need to start the commercial application process with ISDH.
 - b) Address: ISDH, Sanitary Engineering Commercial Section, 2 N. Meridian, Indianapolis, IN 46204.
 - c) Phone: (800) 382-9480.
- 2) Once an approval is granted by the Sanitary Engineering Commercial Section (ISDH), follow these procedures required by the Clark County Health Department (**CCHD**).
 - a) Submit a copy of the approval to (CCHD).
 - b) Complete all information on the (CCHD) on-site sewage disposal system application.
 - c) Submit the soil evaluation provided by you soil scientist.
 - d) Submit a copy of the (ISDH) approved plan design, the (CCHD) on-site sewage disposal system application and a copy of the written legal description of the property.
- 3) Our office will write a report and mail it to the applicant stating the requirements for the septic system. After this report is received please follow these steps provided below to complete the (CCHD) approval process.
 - a) Arrange a preconstruction conference with the (CCHD), the engineer and a septic system installer to view the site for system layout, terrain and environmental concerns and technical questions.
 - b) At the preconstruction conference it is determined there are no issues of concern, an approval letter for the project will be issued by (CCHD) to the applicant.
- 4) A building permit is issued at the plan commission that has jurisdiction over the property location.
 - a) The (CCHD) approval letter is one of the requirements to be submitted to the plan commission for applying for a building permit, submit our approval letter and any other required documents to the plan commission.
- 5) Once a building permit is issued.
 - a) Supply a copy to the (CCHD) and pay a \$75.00 fee for a septic permit.
 - b) Two (2) copies of the septic permit will be given to the applicant, one (1) for the installer and one (1) for the applicants records, the original will be stay at (CCHD) until the final inspection is performed.
- 6) Final inspection shall be provided by both the (CCHD) and the engineer of record, once completed the permit will be signed by the (CCHD) inspector and mailed to the applicant.

Existing Commercial On-site Sewage Disposal System Replacement Procedures

- 1) Follow all of the above procedures.
- 2) If the existing building is not going to be reconstructed or remodeled you may not have to obtain a building permit, if so disregard step (4) above.
- 3) Procedure (5a) will be amended as, **“pay a \$50.00 fee for a septic permit.”**
- 4) All other procedures will be as stated above.

Alteration/Compaction: Any septic system site that has been altered or compacted before or after an approval from this office will require a new soil evaluation to determine the severity. If it is determined the site cannot meet current codes, any approval shall be suspended and a new site must be evaluated to determine if any areas on the property are satisfactory for approval.