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PROCESS TO OBTAIN A PERMIT TO INSTALL A PRIVATE  
ONSITE SEWAGE DISPOSAL SYSTEM IN ADAMS COUNTY  
-MANDATORY REQUIREMENTS-

1. A packet of information regarding the permit process for obtaining an onsite sewage disposal system permit must be obtained from the Health Department. The step-by-step process will be explained at the Health Department office.
2. A soil test of the proposed building site shall be scheduled with a qualified Soil Scientist. You may have it done by a private consulting firm listed with the State Department of Health. The Health Department will require a backhoe pit and texture analysis by a private lab. If the Soil Scientist determines the site to be unsuitable for any type of onsite system, the process ends unless connection to a sanitary sewer system can be secured.
  - A. The permit applicant must be present with the Soil Scientist and the Sanitarian at the soil test.
  - B. Any onsite sewage disposal system construction must be done by a Certified Contractor for Adams County. It is highly recommended he also be present for the soil test. This will help expedite the process and allow the Certified Contractor to become familiar with the site and required system.
3. If the Certified Contractor cannot be present at the soil test, an appointment for an inspection of the site shall be made with the Sanitarian and the Certified Contractor (s) you are considering for the job. If you have more than one Certified Contractor in mind, arrange for them all to be present at the inspection. Only one pre-application inspection of the site will be done by the Sanitarian.
4. The permit applicant shall provide the Sanitarian with an accurate floor plan of the home.
5. If perimeter drainage for the septic system must be constructed on property other than where the septic system is located, a legally approved and recorded easement should be obtained in order to provide access for drainage maintenance should it be needed in the future.
6. The Certified Contractor shall provide the Sanitarian with a completed Plan Review Check List and an accurate drawing of the sewage disposal system. The Plan Review Check List and drawing must be approved before the permit is issued. The Certified Contractor shall contact the builder to ensure the plumbing outlet to the septic system is installed at the correct elevation. THIS IS EXTREMELY IMPORTANT !
7. The permit applicant will then be notified that the permit may be obtained at the Health Department. There is a \$50.00 permit fee. The permit will not be issued without the payment of the \$50.00 fee. THE PERMIT SHALL BE OBTAINED PRIOR TO OBTAINING THE BUILDING PERMIT AND PRIOR TO BEGINNING CONSTRUCTION.
8. BEFORE ANY CONSTRUCTION COMMENCES, the property owner or the Certified Contractor shall stake off or otherwise set off to protect the area to be used for the sewage disposal system. That area shall be left undisturbed by construction equipment, farm equipment, vehicles, other traffic and driveway and basement soil, to prevent smearing and compaction of the topsoil. It is advisable to set off a large enough area to facilitate repairs or additions to the system should they be needed in the future. THE HOMEOWNER SHALL BE ULTIMATELY RESPONSIBLE IF THE SITE IS RENDERED UNACCEPTABLE FOR USE DUE TO SMEARING OR COMPACTION. THE ALTERNATIVE MAY INVOLVE ANOTHER SOIL TEST AND A MUCH MORE EXPENSIVE SEPTIC SYSTEM.
9. In accordance with the Adams County Sewage Ordinance, the Sanitarian must be notified at least two working days prior to commencing installation of the sewage disposal system, in order to arrange for timely- and required- inspections.
10. IF THE ABOVE STEPS 1 THROUGH 9 ARE NOT ADHERED TO, YOUR PERMIT MAY BE REVOKED AND A STOP WORK ORDER ISSUED.
11. After the system has been completed, the homeowner is responsible for making sure the system's required cover height is not lowered or used for landscaping elsewhere. The homeowner must make sure nothing heavier than a garden tractor runs over the system. Farm animals should also be kept off the system.
12. The homeowner must refer to the SEPTIC SYSTEM BOOKLET for specific guidelines regarding installation, operation and maintenance.

\*\*\*DO NOT CONNECT THE SUMP PUMP, WATER SOFTENER, OR A GROUND WATER SOURCE- INCLUDING BASEMENT DRAINS- TO THE SEPTIC TANK OR ABSORPTION SYSTEM.

\*\*\*THE ABSORPTION FIELD (OR SAND MOUND) COMPONENT OF THE SEPTIC SYSTEM MAY NOT BE ABLE TO BE INSTALLED DURING WET WEATHER MONTHS, OR WHEN THE SOIL IS TOO WET. THIS IS IN ACCORDANCE WITH THE STATE RULE. IT IS HIGHLY ADVISABLE TO ARRANGE YOUR BUILDING SCHEDULE TO ACCOMMODATE INSTALLATION OF THE SYSTEM DURING THE SUMMER. IF YOU CANNOT INSTALL THE ABSORPTION FIELD (OR SAND MOUND) COMPONENT OF THE SYSTEM DURING DRY WEATHER, YOUR ONLY RECOURSE IS TO INSTALL THE SEPTIC TANK AND USE IT AS A HOLDING TANK UNTIL THE SOIL DRIES. HAVING THE SEPTIC TANK PERIODICALLY PUMPED CLEAN BY A LICENSED CLEANER CAN BE VERY EXPENSIVE IF IT HAS TO BE DONE ALL WINTER....FIGURE AN AVERAGE OF OVER \$200.00 PER WEEK....PLEASE PLAN ACCORDINGLY.