

**SULLIVAN COUNTY HEALTH DEPARTMENT
RESIDENTIAL ONSITE SEWAGE SYSTEM PERMITTING PROCESS**

1. Contact an IRSS Certified Soil Scientist and set up an appointment for soils analysis. A list of IRSS that frequent Sullivan County may be obtained from the Sullivan County Health Department. A complete listing may be obtained at <http://oisc.purdue.edu/irss/roster.html>.
2. Complete a Sullivan County Onsite System application and return it to the Sullivan County Health Department. **All** applications for **new sites must** be accompanied by a set of floor plans for the home. All rooms in the home must be labeled and the number and placement of any jetted tubs with 125-gallon capacity or greater must be identified.
3. Once the completed application **and** soils analysis report are received by the Health Department, the minimum requirements for your system will be mailed/emailed to the homeowner or agent.
4. The system designer/installer will develop a set of detailed installation plans that must be submitted to the Health Department. The construction plan must address the limitations of the site and incorporate all of the items listed on the Sullivan County Plan Review Checklist Summary.
5. The system designer, homeowner, or homeowner's agent must submit the installation plans along with any other required paperwork (materials list, elevations, etc.) to the Health Department for review.
6. The plans will be reviewed and a site visit may be made by staff of the Sullivan County Health Department. The system designer must make any required additions and/or corrections to the plans as required by the Health Department. When the plans are approved, the Septic Permit may be issued. **A permit fee will be due at this time (\$100)**. The permit must be at the site during all phases of system installation.

**YOU MUST CALL THE SULLIVAN COUNTY HEALTH DEPARTMENT BEFORE
BREAKING GROUND. SULLIVAN COUNTY HAS ONE INSPECTOR, YOU MUST
SCHEDULE YOUR INSPECTION 2-5 DAYS IN ADVANCE.**

NOTE: While many contractors undertake these actions, it is ultimately the responsibility of the property owner to ensure that an onsite permit is obtained before an onsite system is installed, repaired, replaced and/or altered and to see that the onsite system is inspected and given final approval from the Health Department before it is utilized. The property owner is responsible for protecting the site of system installation before, during and after construction, maintaining the onsite system and reporting any problems to the Health Department in a timely manner. The property owner is the sole responsible party for system function and maintenance. Site disturbance and poor installation practices are obvious reasons for system failure; however, properly installed systems can fail. Timely and quality maintenance are the keys to system longevity.

Please contact the Sullivan County Health Department at (812) 268-0224 with any questions.