

# ATHENS CITY-COUNTY HEALTH DEPARTMENT

278 West Union Street  
Athens, OH 45701  
PHONE: 740-592-4431 FAX: 740-594-2370  
www.health.athens.oh.us

## SEWAGE SYSTEM PERMIT APPLICATION

*\*The following items are required to accompany this application;*

- All items required in sections A. "Site and Soil Evaluation" and B. "Design Preparation" of the accompanying "Procedures for Developing a New or Replacement Sewage Treatment System for a Residential Dwelling"
- A final copy of the house floor plan.
- A copy of the current recorded plat map of property.
- An application fee of \$225.00 for new and replacement systems
- An application fee of \$100.00 for alteration or repair.
- An additional fee is assessed for operational permits within subdivisions of 5 lots or more. The operational permit fee is an additional \$85.00, and is assessed annually.

**FILL OUT THE INFORMATION IN THE BOXES BELOW, AND SIGN THE FORM. THE APPLICATION FEE IS NON-REFUNDABLE.**

<b>APPLICANT</b>		<b>MAILING ADDRESS</b>			<b>PHONE</b>
		<b>CITY</b>	<b>ZIP</b>		
<b>PROPERTY OWNER</b>		<b>ADDRESS OF PROPERTY</b>			<b>ACRES</b>
		<b>CITY</b>	<b>ZIP</b>		
<b>TOWNSHIP</b>	<b>SECTION</b>	<b>PARCEL ID (OPTIONAL)</b>	<b>WATER SUPPLY</b>	<b>SUBDIVISION: (YES OR NO)</b>	
<b>INSTALLER</b>		<b>BUILDER/HOME PROVIDER (OPTIONAL)</b>		<b>MOBILE HOME (YES OR NO)</b>	

<u>PERMIT TYPE</u>	<u>TYPE OF DWELLING</u>	<u># OF BEDROOMS</u>	<u># OF BATHROOMS</u>	<u>HOUSE SQ. FT.</u>
<input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR	<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> THREE FAMILY <input type="checkbox"/> OTHER	<input type="checkbox"/> ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE <input type="checkbox"/> FOUR <input type="checkbox"/> FIVE <input type="checkbox"/> SIX	<input type="checkbox"/> ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE <input type="checkbox"/> FOUR	_____

- ATHENS CITY-COUNTY HEALTH DEPARTMENT **DOES NOT** WARRANTY OR GUARANTEE THAT THE HOUSEHOLD SEWAGE TREATMENT AND DISPOSAL SYSTEM WILL NOT DEVELOP FUTURE PROBLEMS. ALL THE INFORMATION PLACED ON THIS APPLICATION MUST BE ACCURATE AND HONEST.

- **IF ANY OF THE INFORMATION PROVIDED ABOVE IS FALSE, THIS DEPARTMENT RESERVES THE RIGHT TO REVOKE THE PERMIT AT ANY TIME.**

APPLICANT'S SIGNATURE	DATE (MONTH/DAY/YEAR)
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**ATHENS CITY-COUNTY HEALTH DEPARTMENT**  
**PROCEDURES FOR DEVELOPING A NEW OR REPLACEMENT SEWAGE TREATMENT SYSTEM FOR A RESIDENTIAL DWELLING.**

On October 1, 2007, the Athens City-County Health Department (ACCHD) adopted new Sewage Treatment System Regulations. The process as outlined below indicates the order that the information must be obtained and be provided to the ACCHD prior to permitting a sewage treatment system (STS).

**\*Prior to conducting any of the following steps, you may meet with the ACCHD to determine if the proposed site has potential for an on-site STS. You must fill out a site review application and pay the \$50.00 application fee before this office will conduct a site assessment. The site assessment will be scheduled with you at this office and field verification may need to be scheduled. If the site has potential for a system, it does not guarantee a STS can be properly located on the property.**

**ALL ITEMS IN SECTION A AND B MUST BE COMPLETED BEFORE THE HEALTH DISTRICT CAN PERFORM A SITE REVIEW.**

**A. Site & Soil Evaluation**

1. Must be completed by either a professional soil scientist or a qualified individual to properly & accurately complete the evaluation. All this information must be recorded in the attached *Site and Soil Evaluation for Sewage Treatment and Dispersal* form.
2. A scaled site drawing must be submitted that includes:
  - a. The dimensions of the lot;
  - b. Existing and/or proposed dwellings and structures;
  - c. Any site disturbances, driveways, or hardscapes;
  - d. Location of all private water systems and surface water features;
  - e. North orientation arrow;
  - f. Any areas with conditions that would prohibit siting the STS.
3. Drawing & dimensions on the site drawing of at least two locations, one for a STS primary area and one for a secondary area.
4. Soil boring/excavation locations must be marked/flagged on the site for use by the designer.

**B. Design Preparation**

1. Either a layout plan or design plan must be conducted by a qualified individual who is capable of proposing a STS that meets the requirements of the ACCHD Sewage Treatment System Regulations. The designer should meet with homeowner prior to the final design submission to select system options based on site evaluation. In addition, the designer must visit the site to verify optimal locations for primary and secondary area based on site evaluation, and make any notes of site limitations that may have been missed.
2. A layout plan can be submitted if the proposed STS can support a leaching system as required in Section 13.1 of the ACCHD Sewage Regulation or if the STS is **NOT** a mound or drip distribution system.
3. The layout plan shall include:
  - a. A site plan drawn to scale on a 8 ½ x 11 inch paper or larger with the STS elevations corresponding to the marked locations at the site for both the primary and secondary area;
  - b. Details of daily design flow, loading rates based on site evaluation, system configuration with dimensions, and if applicable, pump selection and pressure distribution description and calculations;

- c. Description of all materials and system components used for the STS and manufacturer O&M requirements;
  - d. Any specific information required by ACCHD.
4. A design plan shall include:
- a. Reason for selecting loading rates, soil depth credits and variances where applicable;
  - b. Description of the dwelling with the daily design flow, and treatment processes used to meet requirements of this chapter including the NPDES requirements if relevant;
  - c. Notes stating area for STS must not be disturbed, any installation / Operation and Maintenance (O&M) requirements or restrictions, start-up procedures, and any other design or construction information;
  - d. Profile Drawing of STS showing elevations relative to surface grade to show compliance with this chapter;
  - e. Section views of STS components or attachments of component/material specification information;
  - f. Installation and O&M instructions;
  - g. Plan note requiring the STS installer consult with designer on any changes to plans and ensuring an accurate as built drawing is submitted to this office;
  - h. A site plan drawn to scale of one inch equals 50 ft. or less that includes:
    - i. Identified vertical and horizontal reference point with its location marked at the site.
    - ii. Location of site evaluation test pit, location of existing or proposed structures and dwellings, and location of primary and secondary STS area.
    - iii. Property dimensions with proper isolation distances kept and topography map of site.
    - iv. List of any restrictions on site, i.e. easements, disturbed areas, physical obstructions.
    - v. Means of access for O&M equipment to service the STS.
    - vi. If site plan is too small, an enlarged plan view drawing of STS must be submitted.

### C. Site Review Process

1. Gather and submit the site evaluation and layout/design plans along with the attached Sewage System Permit application with the required permit fee.
2. The ACCHD will review this material to ensure compliance with the ACCHD STS Regulations.
3. Once the primary and secondary area is marked at the site, the ACCHD will conduct a site review of the proposed STS. (The ACCHD reserves the right to require the entire STS, including components and absorption area, to be painted on the ground where they will be installed.)
4. If the plans and site review are in compliance, the ACCHD will issue a permit to install.

### D. Sewage System Installation

1. A contractor who has passed the sewage installer's exam and is registered with ACCHD must install sewage systems.
2. The contractor is to contact the ACCHD and the designer with any installation questions.
3. Once the system is installed, the ACCHD will conduct an inspection prior to covering.
4. The installer is to submit an as-built drawing to the homeowner and the ACCHD that includes:
  - a. Plan view drawing with elevations for the STS components;
  - b. Profile drawing with pipe and component elevations to confirm depths for hydraulic flow, freeze protection, and other functions;
  - c. Any changes to the approved design that would include the location of the STS;
  - d. A designated vertical and horizontal reference point or benchmark that is marked at the site;
  - e. A statement by the registered installer and designer indicating the STS was installed in accordance with the rules and plan specifications.
5. When the as-built drawing is completed and the ACCHD conducts the final inspection to cover the homeowner will be given a permit to operate the system. The operation permit will be delivered to the site and this office will verify the system was properly covered.
6. The operational permit will require the homeowners to have a **LIFETIME SERVICE CONTRACT** for any STS that has the following conditions:
  - a. A pretreatment component;
  - b. A NPDES permit from the OEPA;
  - c. A drip distribution absorption system.
7. The ACCHD will conduct an operational inspection within 12 months of occupancy.

**Please note: The new sewage rules emphasize the property owner is responsible for the proper siting, design, installation, alteration, operation, monitoring, maintenance, and abandonment of their STS.**