



Vanderburgh County Health Department

Onsite Sewage Disposal System

Permit Application Progress Sheet

Keep this check sheet for reference.



The following steps must be completed before a permit will be issued.

- Navigate to the Vanderburgh County Health Department's website at vanderburghhealth.org and fill out the online application which is found within the "Onsite Sewage Disposal" page under the "Environmental Health" tab.**

The application must be filled out accurately, signed, and submitted to the department. The property owner must sign for repair applications. *Incomplete/inaccurate applications will delay processing.*
Contact the Health Department at (812) 435-2400 EXT. 3 with any questions.
- Contract with a soil scientist, registered in Indiana, to prepare a site/soilevaluation.**

This department cannot conduct the soil evaluation. Soil borings must be done at the proposed system location. Disturbing the soil after the evaluation is done may invalidate the test and require retesting.
Submit the soil evaluation by:

 - FAX to (812) 435-5871
 - Mail/hand deliver to:
Vanderburgh County Health Department
Environmental Division 420 Mulberry St
Evansville IN 47713
 - Email to health_environmental@vanderburghcounty.in.gov

- After reviewing the application and soil report, the department will issue MINIMUM specifications for the onsite sewage disposal system.** Please allow five (5) business days for this process. These specifications will be emailed to both the chosen installer/contractor and homeowner/applicant.
- Submit an onsite sewage disposal system plan to the department for review.**

The plans must contain all applicable information requested on the site plan requirement sheet in the application packet. An engineer or the contractor installing the system may prepare the drawing. Plans may be faxed to (812) 435-5871, mailed/hand delivered to the above address, or emailed to health_environmental@vanderburghcounty.in.gov
- The department will review all submitted materials.**

Please allow seven (7) business days for this process. After reviewing the materials, the department will grant the permit, deny the application or request additional information.
The permit fee must be submitted prior to the issuance of the OSDS permit.
Permit fees are: \$80 for new construction or repair/replacement of an existing system or component and \$100 for a commercial system.
- The installer is to **notify the department 24 hours prior to the completion of the system** so an inspection may be scheduled. The department will make multiple inspections as needed.
- The department conducts inspection of all system components prior to covering** and orders any needed corrections. If the corrections are made, the system is granted approval. If the corrections are not or cannot be made, the permit will be revoked.
- The homeowner is responsible for insuring the final grading and vegetative cover meet state and county requirements.**



**Vanderburgh County Health Department
Environmental Division**



Site Plan Criteria for Residential Onsite Sewage Disposal Systems

The site plan must include all of the required elements. The plan may be drawn by an engineer or the contractor installing the system. Please use the form provided. All site plans must be drawn in ink.

1. The lot size, dimensions, and configuration.
2. North, South, East, West directions.
3. Location of dwelling, other structures, driveways, well, etc.
4. Location and type of all onsite system components. Note tank size and measurements in feet of all piping.
5. Show any drainage characteristics, such as ditches or swales that could impact the system.
6. All applicable setbacks required by 410 IAC 6-8.3 must be shown. (e.g., wells, property lines, etc.)
7. Show locations of utilities and easements that could impact the system.
8. Elevations at the four corners and the center of the proposed field bed or mound site.
9. Extent of area below the regulatory flood elevation (aka base flood elevation) if applicable. Flood zone information is available from the Building Commissioner at (812) 436-7867
9. A cross section of the trench and subsurface drain if applicable.

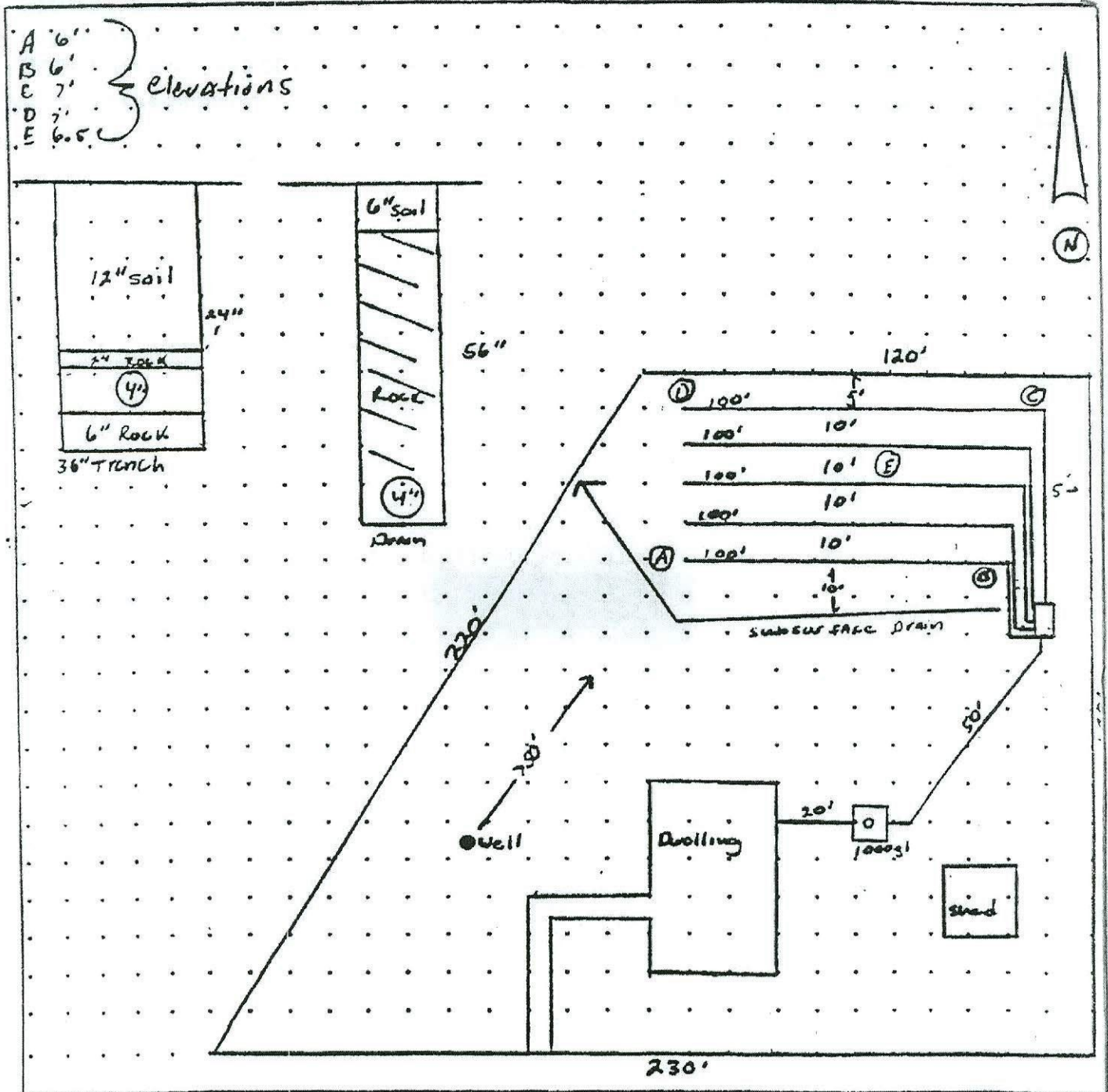
Please fax all information to (812) 435-5871

Or mail to
Vanderburgh County Health Department
420 Mulberry Street
Evansville, IN 47713

Contact the Health Department at
(812) 435-2400 EXT 3
with any questions.

Vanderburgh County Health Department
Onsite system Site Plan

Location of proposed system: 1313 Mockingbird Lane

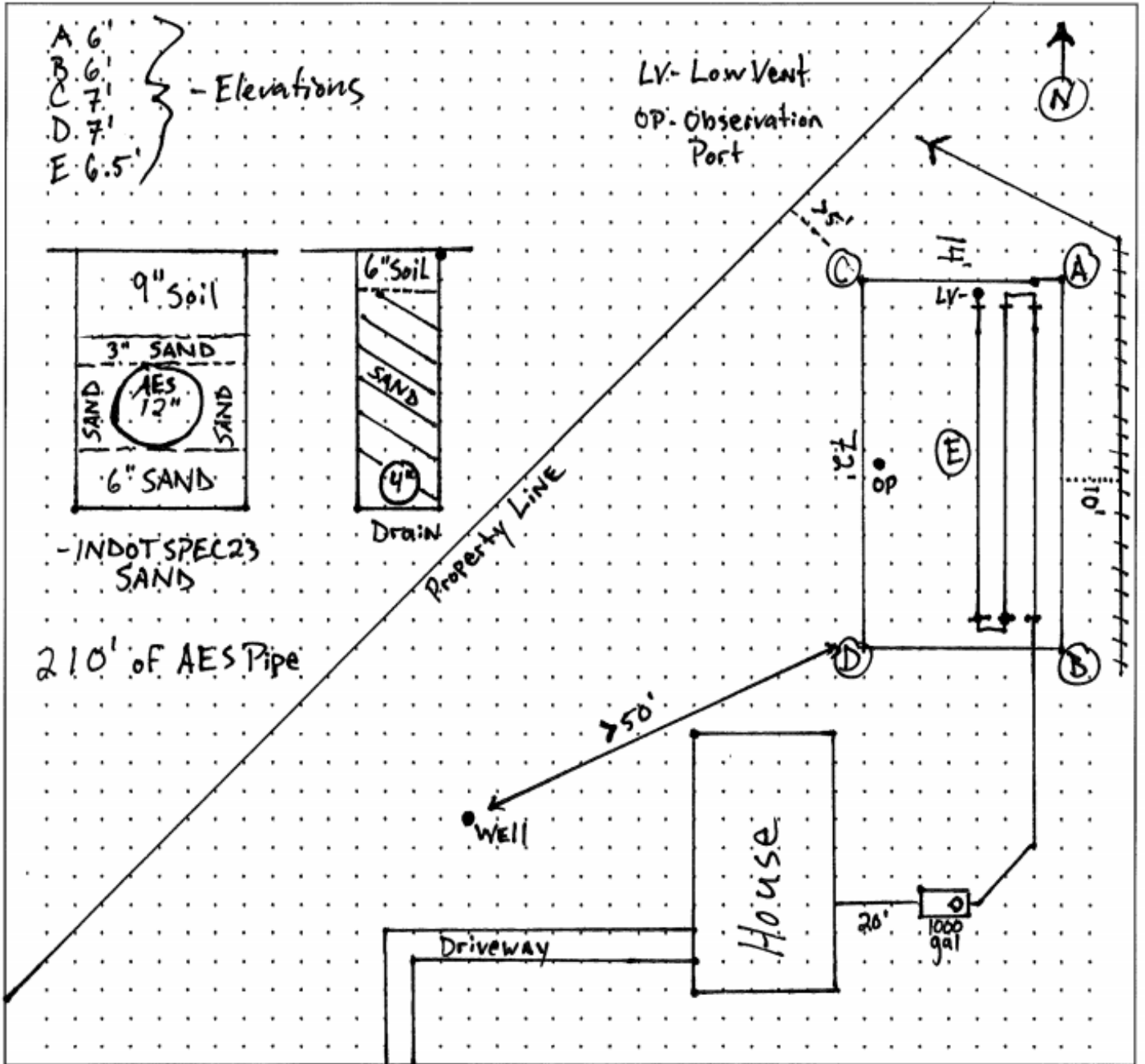


Please include all required information on the drawing

Prepared by John Q. Installer Date: _____
 Reviewed By: Jim REHS Date: _____
 Comments: _____

Vanderburgh County Health Department
Onsite system Site Plan

Location of proposed system: 1313 Mockingbird Lane



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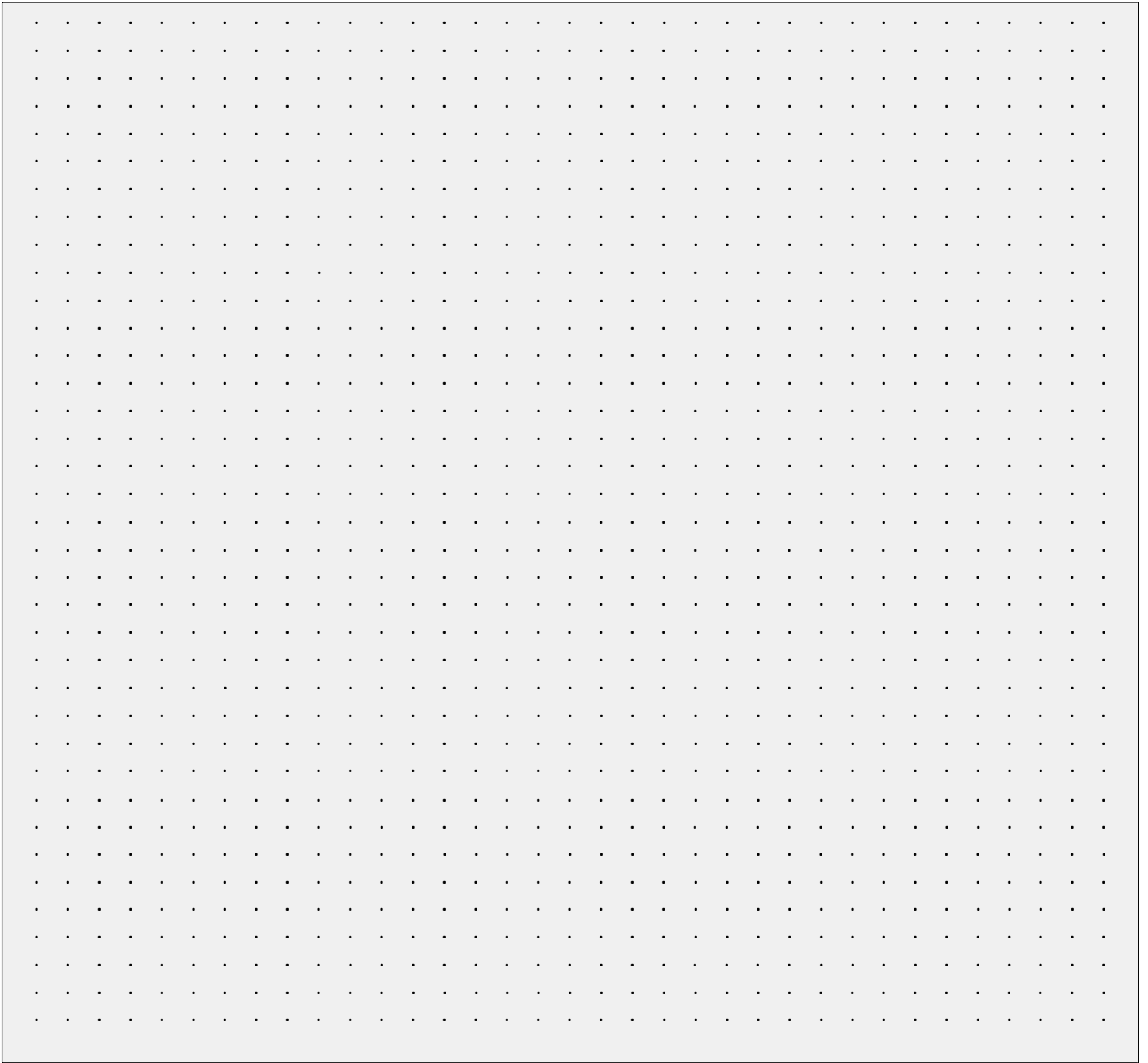
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Vanderburgh County Health Department
Onsite System Site Plan

Location of proposed system _____



Please include all required information on the drawing.

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Comments: _____
