Septic System Permit Procedure

Clay County Health Department
18 N Walnut St   Brazil, IN 47834

Updated
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The following is a brief outline of the steps involved in installing/repairing a new residential onsite septic system.

1. Complete the Septic System Permit Application, including the permit fee and installer information, with the Clay County Health Department (CCHD).

2. Soil & Site Evaluation using an Indiana registered soil scientist.
   - The soil scientist will perform a site assessment to evaluate the property layout, and obtain a minimum of 3 soil borings from the area you wish to place the system and send these results to the CCHD environmentalist.

     Registry of Soil Scientists   https://irss.purdue.edu/roster/available

3. CCHD Environmentalist creates a set of minimum requirements needed for your septic installer to design your system based on location and soil science report.

4. Chosen installer will develop a septic system design based on local regulations, site conditions which meet the minimum standards and return this to the CCHD for approval to proceed with installation.

   *-In accordance with IC 16-41-25-1, the CCHD has thirty (30) days from receipt of a **completed** application submittal to issue or deny the construction permit.*

5. Installation of onsite system following the set approved system plans

6. Site inspection to be performed by CCHD of the excavated area PRIOR to covering the system.

   *-this is to review the entire installed system, with CCHD requiring a **minimum** of 2 business days' notice prior to excavation beginning to request an inspection date.*
   -Failure to do so may cause delays in the project completion.

7. Once the onsite inspection is completed by CCHD, installer shall appropriately cover the system around the septic tank and drain field using appropriate materials to ensure proper drainage.

   This completes the final steps in the process, and your system is legal to use.

If you have questions at any point in this process, please call our office at (812) 448-9021.