

## **Hancock County Property Owner's Guide to the On-Site Sewage System Permit Procedure**

The following is a brief outline of the steps involved in obtaining a septic system permit:

1. **Contact the Hancock County Health Department-** Pick up a septic system permit application in the health department.
2. **Soil Profile Analysis-** Contact an IRSS certified Soil Scientist to perform a soil profile analysis on your property. The soil scientist will perform a minimum of 3 soil borings in the location where you would like to place your septic system. The report from this soil profile analysis will be sent to you and the Hancock County Health Department. A list of soil scientist can be found at [oisc.purdue.edu/irss/](http://oisc.purdue.edu/irss/)
  - All building lots (for new homes) with 10 acres or less are required to obtain two sets of three soil borings for the permit. One set will be for the present septic system the other is a set aside area for future septic repairs.
1. **Septic Permit Application-** To apply for a permit, the following items must be submitted:
  - a. The Permit Application. A parcel number will be necessary to complete this form. Parcel numbers can be obtained at <http://www.hancockcoingov.org> by following the GIS link to Beacon.
  - b. A non-refundable application fee of \$50 to be paid by check or cash.
  - c. New construction only: (1) a house floor plan showing each floor and each room identified. (2) A plot plan conforming to Hancock County regulations.
  - d. A soil profile analysis.
  - e. A drawing submitted by your septic contractor showing the layout of the proposed septic system with elevation readings at the ends and middle of the fingers, the distribution box, the septic tank and the perimeter drain outlet.
2. **On-Site visit** - Your health department representative will use the information provided by the soil scientist, your Permit Application and on-site planning with the septic contractor to determine the minimum requirements for a septic system on your property. The installer that you hire will schedule a meeting with a health department representative at the site to review the proposed system.
3. **Septic Permit-** Once submitted items and site visit are approved, you can come in to pick up your permit. Either you or your agent may pick up the septic permit at the health department. At this time, a non-refundable septic permit fee of \$50 must be paid by check or cash. Upon receipt of the permit, construction on the septic system may begin.
4. **Final Inspection-**When the septic system construction has been completed, the installer will notify the health department. An environmental health specialist from the health department will perform a final inspection of the construction. Upon approval of the construction, the system may be covered and put into service.

### ***Any Questions?***

If you have questions at any point in this process, please give us a call us at **(317) 477-1127**. It is best to contact us between 8 am-10 am Monday Through Friday. After 10:00 am the health specialist may be out of the office inspecting.