

Procedure for Issuance of On-Site Sewage System (OSS) Permit

The following items must be provided to the staff of the La Porte County Health Department (LPCHD) for review before a permit can be issued.

1. A completed on-site septic system application with the property tax ID number.
2. A soil report from a certified soil scientist with a minimum of three (3) borings per lot. The LPCHD will not process any soil report unless it is accompanied with a signed OSS application. A list of certified soil scientists is attached.

Once the LPCHD receives the soil report and application a Septic System Design and Specification Sheet, which will indicate the type and size of septic system required, will be mailed, faxed, or e-mailed to the OSS applicant.

3. The site plan is prepared using the information provided on the specification sheet. The site plan must include the following items:

- slope and slope aspect
- surface drainage characteristics and patterns including swales, ditches, and streams ➤ all existing and proposed water wells within 50 feet of the septic system.
- the design and layout, to scale, of the septic system over at least two of the soil borings and parallel to the contours.
- existing property lines
- one-hundred year flood plain elevations and boundaries, if applicable
- cross section of the lateral trenches, showing depth at which the trenches shall be installed
- easement locations for subsurface drains and outlets, utilities, pipelines, etc.
- House and outbuildings drawn to scale
- Floor plan of house
- Dispersal area
- any other items deemed necessary by the LPCHD

4. Flood dosed, pressure distribution, or any elevated system requires the following information:

- a completed system hydraulic worksheet
- all elevations needed for the hydraulic design of the system including pump discharge, floats, manifolds, top of ground, etc.
- manufacturer's pump curve.
- cross-section of dose tank to be used.

5. Systems requiring perimeter or curtain drains

- top of ground and invert elevations of the four corners of a perimeter drain are needed
- top of ground and invert elevations for the two ends of a curtain drain are needed
- elevation of outlet for the subsurface drain

Other Information:

- No septic permit shall be issued where a municipal sewer is within 300 feet of the property boundary.
- Use of alternative and experimental technology may be approved for new construction only with the consent of the Indiana Department of Health (IDOH).
- A septic system repair using alternative or experimental technology will be approved by the LPCHD on a case by case basis.

All commercial septic systems, new or repair/replacement, must first contact the ISDH. The LPCHD will issue a septic permit once the ISDH has given