



Property Improvement Permit [P.I.P] & Demolition Permit

What is it?

P.I.P/Demolition Permit is issued by the Wood County Health Department to property owners whose home is being serviced by a well and/or septic system. This will assure that any proposed new construction or remodeling on a property (additions, garages, pole-barns, etc....) does not infringe on the isolation distance requirements per the Ohio Administrative Code. It is also part of an **Operation and Maintenance** program that has been implemented by the Wood County Health Department and mandated by the Ohio Department of Health Rules governing private sewage systems.

A permit is also required to obtain a demolition permit. This will assure that proper well and/or septic abandonment is performed and documented **prior to** the structure being demolished.

When will it be issued?

This permit is issued **prior to** obtaining a building/demolition permit from the Wood County Building Department. You cannot obtain a permit from the Wood County Building Inspection Department until a P.I.P/Demolition permit has been issued to you by the Wood County Health Department.

How do I obtain a permit for any proposed new construction?

- 1) Contact the Wood County Health Department - Environmental Division (419-354-2702).
- 2) Provide the health department with a site plan outlining the exact location and dimensions of the proposed new construction as well as the proximity to your well and/or septic system along with the name of the proposed contractor (builder) if applicable.
- 3) Schedule an appointment with the inspector to evaluate your proposed site plan.

How do I obtain a permit for the demolition of a structure?

- 1) Contact the Wood County Health Department – Environmental Division (419-354-2702).
- 2) Locate the well and/or septic tank. **NOTE:** The health department may be able to provide a record of the location of the septic system and/or well for the property in question if you are unaware of their exact location.

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Well Abandonment

- If a well is to be abandoned a **Well Abandonment Permit** is required to be obtained through the Wood County Health Department. There is no permit fee required.
- Properly abandon all wells per the Ohio Department of Health rules governing private water systems [Section 3701-28 of the OAC].
- Submit a copy of the Well Abandonment Form to this department.

Septic Abandonment

- Properly abandon the existing septic tank per the Ohio Department of Health Rules governing Private Sewage Systems [3701-29 of the OAC]. The application fee for the **Septic Tank Abandonment** permit is \$140.00.
- Submit a copy of the Septage Pumping Report Form (manifest/receipt) to this department.
- Submit a copy of the state of Ohio Department of Health Sewage Treatment System Abandonment Report to this department.

REMINDER: Proper abandonment(s) must be completed and completed documentation received **prior to** the issuing of a demolition permit.

What are the permit fees?

A fee of \$50.00 is required for each P.I.P/Demolition permit issued. This includes the initial site visit and the follow-up letter/correspondence to the Wood County Building Department as needed.

The **Operation and Maintenance Permit** is \$115.00 and will be good for a period of five (5) years.

An additional fee of \$50.00 may be required to cover the cost of any additional follow-up and /or re-inspections.

NOTE: * Once a site evaluation has been conducted, all well and/or septic violations must be corrected even if you no longer wish to pursue your proposed construction project.

Please feel free to contact this department if you have any questions at 419-354-2702. Our normal business hours are M – F between 8:30 a.m. – 4:30 p.m.