



PROCEDURE FOR INSTALLING A SEPTIC SYSTEM FOR NEW HOME CONSTRUCTION IN WOOD COUNTY (SITE EVALUATION)

HOW DO I GET STARTED?

- Apply for a **Site Review Application** through the Wood County Health District. This form is available on line (<http://woodcountyhealth.org>) or by contacting the Environmental Health Division at (419) 354-2702.
- Complete the application and submit it to our department along with the required application fee of one thousand three hundred dollars (\$1,300.00). (**NOTE:** This application fee will include the cost for this department performing your soil evaluation and design).
- A site drawing must also be provided to this department along with the completed application and fee. The drawing must include the following:
 1. Overall dimensions of the lot. Please include the total amount of acreage
 2. Proposed location of the house, garage and driveway
 3. North directional arrow
 4. Location of any proposed buildings (barn, shed, outbuilding) or other proposed construction (pond, swimming pool, corrals etc.)
 5. Location of proposed geothermal system (if applicable)
 6. Location of proposed well or any existing wells (if applicable)
 7. Location of any known drainage on site (ditch, creek, road tiles, field tiles)
 8. Approximate distance of house to each property line

WHAT IS NEXT?

- Once the application, fee and required information specified above is submitted to our department the following will occur:
 1. The sanitarian (inspector) assigned to your Township will contact you to discuss the site evaluation process and answer any questions that you may have.
 2. You will then be required to contact a contractor or other individual with a backhoe and then notify your sanitarian to schedule an appointment to perform your soil evaluation. (**NOTE:** This test dig allows this department to perform a soil evaluation and determine the type of septic system that can be installed on your property based on the soil profile).

3. Once the preliminary work has been completed, a septic design will be generated by the sanitarian and copies of the report will be sent to you along with the site review approval letter. This site evaluation will be good for a period of five (5) years.

WHEN DO I APPLY FOR A SEWAGE INSTALLATION PERMIT?

- If you have plans to build your home within a year of the completed and approved site evaluation process the following will be required:
 1. Complete and submit the required application for your **Sewage Treatment System Permit**. This application is available through our website (<http://woodcountyhealth.org>) or by contacting the Environmental Health Division at (419) 354-2702.
 2. Submit the completed application along with the required fee of six hundred seventy-four dollars (\$674.00). This fee covers the cost the permit, septic inspection upon completion of the septic installation and the five (5) year Operation and Maintenance Permit.
 3. The following will also be required if not previously submitted and if applicable:
 - Address of new home (contact the Wood County Planning Commission Office at 419-354-9128)
 - Any recorded easements & Proof of ownership (deed) (contact the Wood Recorder's Office 419 354-9140)
 - Private water system permit (obtained through the WCHD)
 4. Contact the sanitarian (inspector) assigned to your township to set up an appointment to discuss your design specifics.
 5. Once the site appointment is scheduled, the area for the leach field will be flagged off and any grade elevations determined. **(NOTE: Septic installation usually begins sometime during the construction of the home. For this reason it is critical that the area of the proposed leach field be staked off to prevent damage to the area PRIOR TO construction of the home).**
 6. The final septic design will then be generated and the permit will be issued. **(NOTE: This may take up to 14 days to complete).**
 7. Copies of this permit/design will then be available for the following:
 - Homeowner
 - Septic Contractor
 - Builder
 - Wood County Building Inspection (**NOTE: A building permit will not be issued until a copy of this permit/design is submitted to this department).**)

THEN WHAT?

- Hire a Wood County registered septic installer to install the septic system as designed.
- Once the system is installed, the contractor must notify this department to perform an inspection (**NOTE:** an “As-Built” drawing must be provided at the time of the inspection).
- Once the system is inspected and approved, an approval letter will be sent out to you along with a copy of the as-built drawing and the Operation & Maintenance Permit.
- The sanitarian will contact you one year after the approval date to schedule a 12-month inspection of the septic system.

If at any time you have any questions regarding this process, please feel free to contact this department and talk to a member of our Environmental Health Division at (419) 354-2702.