



Procedure for Installing a Replacement Sewage Treatment System In Wood County

How Do I Get Started?

- Apply for a **Site Review Application** through the Wood County Health Department (WCHD). 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 **\$478.00
 - **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 and should include the existing location of any/all of the following (if applicable):
 - House
 - Septic tank(s)
 - Leach field
 - Wells/Cisterns/Ponds
 - Barn(s), outbuilding(s), corrals
 - Drainage (sump lines, field tile, water softener discharge, ditches, creeks)
 - Driveway(s), old/buried foundations
 - Large trees

What Is Next?

- Once the application, fee and required information specified above is submitted to our department the following will occur:
- You will then be required to dig a test hole. An instruction handout on how to perform this test dig is attached.
 - **NOTE:** The test hole can also dug with a backhoe or an excavator per the owner's request. If this option is chosen, the excavation must be performed during the time of the site evaluation].
- Notify the Wood County Health Department that the required test hole has been completed and arrange for a sanitarian to perform your soil evaluation which will allow us to determine the type and size of septic system that can be installed on your property based on the soil profile).
- 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 years unless this department determines that a public health nuisance exists in which case an actual date of compliance will be specified.
- Copies of this design will then be available for the following:
 - Homeowner
 - Septic Contractor
 - Builder (if applicable)

Are We Now Ready To Install The Septic System?

- NO. You are required to complete and submit the application for a **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. The septic system cannot be installed without first applying for this permit otherwise a penalty fee will be assessed.
- The application along with the Operation & Maintenance fee is ****\$744.00**. This fee covers the cost of the permit, inspection and the five-year operation and maintenance permit.

Then What?

- Hire a Wood County Registered Sewage System Installer to install the sewage system as designed. A list can be provided upon request.
 - 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.
 - A sanitarian will contact you within one year after the approval date to schedule the required 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 at (419) 354-2702. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., closed legal holidays.

****All fees are subject to change****