



# Wood County Health Department Guide to New/Replacement Sewage Treatment System in Non-Sewered Areas

Ohio Administrative Code Section 3701-29 – Sewage Treatment System Rules

Sewage Treatment Systems (STS) are designed based on the type of soil on the property, intended water usage, and/or number of bedrooms for a dwelling. As of November 1, 2022, Wood County Health Department will no longer be offering the services of soil evaluation and designs within our department. Private companies will be utilized to complete this process for property owners at the owner's expense. The following information regarding the STS Site Review and Permitting process is for those people who are thinking of building a new home in Wood County or replacing an existing STS. **The property owner is encouraged to become familiar with the Ohio Department of Health STS Rules, as the property owner is ultimately responsible for the proper siting, design, installation, alteration, operation, monitoring, maintenance and abandonment of their STS.** The owner shall comply with all applicable provisions of the law and rules and shall operate the STS in compliance with the Operation & Maintenance (O&M) instructions and any conditions of the operation permit issued by the Wood County Health Department (WCHD).

## Getting Started:

- A **Site Drawing** must also be provided to the soil evaluator, designer, and WCHD along with the completed application(s) and fee(s). Refer to the attached site drawing grid.
  - The Site Drawing must include the following:
    - Overall dimensions of the lot, proposed house and/or buildings. Include the total amount of acreage;
    - Proposed/existing location of the house, garage and driveway;
    - Number of proposed bedrooms and/or water usage;
    - North directional arrow;
    - Location of any proposed/existing buildings (barn, shed, outbuilding) or other proposed construction (pond, swimming pool, corrals etc.);
    - Location of proposed geothermal system, if applicable;
    - Type and location of proposed or existing private water system (well, pond, cistern, etc.) or connection to public water;
    - Location of any known drainage on site (ditch, creek, road tiles, field tiles);
    - Approximate distance of house to each property line and road set back;
    - Legally Recorded Easement(s) on property, if applicable.
- A **Soil Evaluation** completed in accordance with OAC 3701-29-07
  - A qualified soil evaluator must conduct an examination of the soils on your property and will provide detailed information on a report that must be submitted to WCHD for review.
  - A list of qualified professionals that have indicated they are available to do soil evaluations has been enclosed.
  - Location of soil borings or test holes must be indicated on the property and on the STS design.
- A **Sewage Treatment System design** completed in accordance with OAC 3701-29-10
  - A system design plan must be provided for review by WCHD for review.
  - This is a detailed plan showing the intended layout and components of the system and how adequate sewage treatment will be achieved in the soil conditions present on the property.
    - A list of qualified professionals that have indicated they are available to do sewage treatment system design has been enclosed.
  - Location of Proposed Sewage Treatment System must be indicated on the property.
    - STS installation usually begins sometime during the construction of the home. It is critical that the area of the proposed STS be staked off to prevent damage to the area **prior to** & during construction of the home.
      - If this area is disturbed in any way after approval, a new design will be required at the owner's expense.
  - Small Flows On-lot STS: Properties with not more than 1000 gallons of sewage per day – documentation must be provided for the proposed amount of wastewater to be generated.

- Once the Soil Evaluation and Sewage Treatment System Design have been completed, complete a **Site Review Application** with the Wood County Health Department (WCHD).
  - The Site Review application fee is \$728.00\*\*, this includes the Site Evaluation and the Initial Design Review fee, additional review fees may be required.
  - Submit the Site Review Application including the site drawing, appropriate fee, Soil Evaluation Report and the Sewage System Design to WCHD for review.
  - WCHD has up to 30 days to review the submitted paperwork to ensure the soil evaluation and proposed sewage treatment system design meet OAC 3701-29.
  - If the submitted design does not meet OAC 3701-29, the design deficiencies will be discussed with the Designer. A \$75.00\*\* fee will be required for resubmittals of corrected designs.
  - Once the Soil Evaluation & Sewage System Design have been reviewed & appear to meet OAC 3701-29, an appointment will be set with you and/or your chosen Wood County Registered Sewage Contractor to meet at the property to perform the Site Review.
  - After the Site Review, an approval letter will be issued for the property. Site Reviews are valid for up to 5 years upon approval.

## Next Step:

- Hire a Wood County Registered Sewage Installer, list provided;
- Complete and submit the required applications prior to installation of the STS:
  - STS Installation Permit and STS O&M Permit:
    - Application are available through our website (<http://woodcountyhealth.org>) or by contacting WCHD;
    - Current fee for both permits is \$744.00\*\*.
      - This fee covers the cost the installation permit, inspection upon completion of the STS installation, and the 5-year O&M Permit;
- The following information is required prior to issuance of the STS Installation Permit:
  - Name of Wood County Registered STS Installer, list enclosed;
  - Address of new home, if applicable, (Wood County Planning Commission Office at 419-354-9128);
  - Legally recorded easements, if applicable (Wood Recorder's Office 419-354-9140);
- **Contact a WCHD Environmental Health Specialist to set up an appointment to discuss the design specifics for your STS. As the property owner, you MUST acknowledge and sign the letter of approval prior to obtaining the installation permit.**
- Copies of the STS Installation Permit and Design will be disbursed to the following, as applicable:
  - Homeowner
  - Wood County Registered STS Contractor
  - Builder
  - Wood County Building Department
    - A building permit will not be issued until a copy of this permit/design is submitted to Wood County Building Department.
- For STS with electrical components: Contact Wood County Building Inspection (WCBI) to obtain an electrical permit OR a letter from WCBI stating one is not needed (419-354-9190).

## Final Step:

- Once the STS is installed, the contractor must notify WCHD the system is ready for final inspection. Upon inspection, the contractor must have the following available for WCHD:
  - As-Built Drawing of completed STS;
  - Replacement STS only: Pumping Report and Abandonment Form for existing septic tank.
- 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 O&M permit.
  - O&M Permit will be valid for up to 5 years, at which time it must be renewed.
- An inspection of the STS is required within 12 months of the final inspection.
- WCHD will contact you within 12 months of the final approval date to schedule this inspection.

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\*\***

# Proposed Site Drawing

Property Owner	Phone Number	Number of Bedrooms
Property Address, include City		Township
Refer to section "Getting Started" for required items in Site Drawing. <b>The corners of the lot and 4 corners of the proposed dwelling and/or buildings must be staked prior to any evaluation/inspection.</b>		

