



# Permit Application Information

**\*\*Please complete this form and present it to each department TO COPY.**

## Applicant / Contractor Information

Name:		Phone number:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

## Owner Information (if different)

Name:		Phone number:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

## Site Location:

Township:	Subdivision:	Lot #
Location:	Zoning District:	Acreage:
18-digit Property Parcel Map #		

<b><u>Permit Checkpoints:</u></b>	215B West High Street Lawrenceburg, IN 47025
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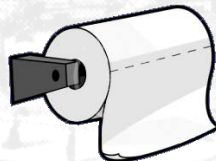
Get application materials and regulations online at: [www.dearborncounty.org](http://www.dearborncounty.org)

**PERMIT CHECKPOINT # 1:** *Approval for on-site sewage disposal systems & sewer connections*  
 Health Department  
 Phone: (812) 537-8847 Fax: (812) 537-6302

**PERMIT CHECKPOINT # 2:** *Approval for driveways & road improvements*  
 Transportation & Engineering Department  
 Phone: (812) 537-8820 Fax: (812) 537-8736

**PERMIT CHECKPOINT # 3:** *Approval for the use, location, and height of improvements*  
 Planning & Zoning Department  
 Phone: (812) 537-8821 Fax: (812) 532-2029

**PERMIT CHECKPOINT # 4:** *Approval to construct buildings, remodel, add electric, plumbing, etc.*  
 Building Department  
 Phone: (812) 537-8822 Fax: (812) 537-8778





# Health Department

**Intended Usage:**

The purpose of this application is one or more of the following. All applicable items should be checked:

**New Construction**

Two Bedroom (Floor Plan Submitted)

Three Bedroom (Floor Plan Submitted)

Four Bedroom (Floor Plan Submitted)

Commercial Application

**Existing System Review / Expansion**

Two Bedroom—Building expansion with no additional bedrooms. Floor plans provided.

Two Bedroom—Building expansion *with* additional bedrooms. Floor plans provided.

Three Bedroom—Building expansion with no additional bedrooms. Floor plans provided.

Three Bedroom—Building expansion *with* additional bedrooms. Floor plans provided.

**Comments:**

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**Environmental Health Specialist**

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**Date of Receipt, *Not Approval***

<b>Applicant's Signature:</b>	<b>Date:</b>
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**Please be advised that an on-site review of this application must be scheduled.**

## **YOUR RESPONSIBILITIES TO OBTAIN AN ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT**

This bulletin outlines the steps **you** must take to obtain an on-site sewage disposal system permit. It is **your responsibility** to follow the steps below in order to obtain a permit. Any delay in your completing these steps will result in a corresponding delay in the issuance of your permit. The Health Department cannot issue a permit until **you** provide all the necessary information as outlined herein.

1. **You must** obtain an Application Form For On-Site Sewage Disposal System Installation or Review from the Health Department. **You must** complete the application and submit it to the Health Department. **The Health Department recommends that you do this between the hours of 8:30 a.m. and 10:00 a.m. (the normal office hours of the Environmental Health Specialists) so that you can schedule an appointment with an Environmental Health Specialist for an on-site review of the application.** It is **your responsibility** to provide all the information required by the application.
2. **You must** make an appointment with an Environmental Health Specialist for an on-site review of your application. The purpose of the on-site review is to understand your proposed system location and determine whether the topography of your site will accommodate a system. The Environmental Health Specialist will flag sites selected by you that are of suitable topography to assist your Soil Scientist. Only an Environmental Health Specialist can schedule an appointment for an on-site review of your application. The normal office hours of the Environmental Health Specialists are 8:30 a.m. to 10:00 a.m. **The Health Department recommends that you come to the office or call the office during the Environmental Health Specialists' normal office hours to make the appointment.** This will minimize telephone tag and expedite your application.
3. **You must** employ an Indiana State Department of Health recognized Soil Scientist to analyze the soil within and around your selected sites. The purpose of this analysis is to determine whether the soils in your selected sites will accommodate a system. A copy of the Indiana State Department of Health "List of Soil Scientists" may be obtained from the department office, or you may contact the Indiana State Department of Health at, Indiana State Department of Health, Division of Sanitary Engineering, Residential Sewage Disposal Section, 2 North Meridian, Indianapolis, Indiana, 46204; telephone number: (317) 233-7177, to also obtain a list of recognized Soil Scientists. The Soil Scientist you employ must send a report detailing his or her findings to the Health Department. It is **your responsibility** to make sure your Soil Scientists sends a report to the Health Department. Within one week of receiving your report an Environmental Health Specialist of the Health Department will evaluate whether the soils in your selected sites will accommodate a system and notify you of your system sizing requirements or, if your soils are inadequate, notify you accordingly by sending you a copy of the On-Site Sewage Disposal Soil Profile Report Evaluation Form. **If you do not timely receive this report, the Health Department recommends that you contact an Environmental Health Specialist during normal office hours to check on the status of your application.**

4. **You must** obtain an Application for Approval of On-Site Sewage Disposal System Plat Plan and an Application for Approval of On-Site Sewage Disposal System Site Plan from the Health Department. **You must** complete the applications and submit them to the Health Department. It is **your responsibility** to provide all the information required by the applications. **You must** employ a registered on-site sewage disposal system installer to install your system. **The Health Department recommends you work with a registered installer to complete these applications.** You may obtain a list of registered installers from the Health Department. Within one week of receiving these applications, an Environmental Health Specialist of the Health Department will notify you that your application is approved or, if there are deficiencies in your applications, notify you accordingly. **If you do not timely receive a notice, the Health Department recommends that you contact an Environmental Health Specialist during normal office hours to check on the status of your application.**
  
5. **You must** pick-up your permit at the Health Department between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. **You must** pay \$40.00 to obtain your permit.