



ASHLAND COUNTY - CITY HEALTH DEPARTMENT

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Daniel R. Daugherty, M.D., *Health Commissioner* Al Sanders, B.S., R.S., *Administrator*
Equal Opportunity Employer / Provider

PROCEDURE TO OBTAIN APPROVAL TO PERMIT AND INSTALL A HOUSEHOLD SEWAGE TREATMENT SYSTEM

1. Interested party must submit a completed site review application including the application fee, a completed site and soil evaluation, and a design plan or layout plan. No installation permit shall be issued until this department has reviewed and approved a site review application.
2. A sanitarian will review the application information, the proposed design plan or lay out plan, and conduct a site review to determine if all provisions of the sewage regulations can be met.
3. When it is determined that the proposed sewage treatment system design is feasible a letter of approval will be sent to the applicant, including any specific terms and conditions of the installation permit. The application approval is valid for one (1) year.
4. The owner of the proposed sewage treatment system must obtain an installation permit from this department by paying the permit fee, submitting any supporting documents required by this department, and signing the installation permit.
5. The registered installer chosen by the applicant may then sign the installation permit.
6. When all documents are received and all signatures obtained the permit is issued and is valid for one (1) year.
7. Installation of the system may then proceed and this department contacted for inspection.
8. Prior to inspection of the installation, the installer must submit an “As Built” record and a completion form to this department.
9. This department shall approve the installation upon satisfactory completion of all work and receipt of all required documentation.
10. An operation inspection of the system will be conducted by this department no later than 18 months after its installation to insure the system is operating properly.

Contact the Ashland County-City Health Dept at 419-282-4275 or 419-282-4337 for further information.