



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 tax map for the proposed location, a detailed site drawing, a septic design, and a soils report from a certified soil consultant. **No installation permit shall be issued until this department has reviewed and approved the site review application.**
2. A sanitarian will review the application information and conduct a site review to determine if a sewage system can be permitted.
3. When it is determined that a sewage system can be permitted, a letter will be sent to the applicant describing system requirements and options 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, which may include a zoning permit from applicable townships, and signing the installation permit.
5. A detailed drawing of the designed system (pre-installation plan) must be submitted to this department by the installer, system designer, or applicant.
6. After the proceeding steps are complete, the registered installer chosen by the applicant must sign the installation permit.
7. When all documents are received and all signatures obtained, the permit is issued and is valid for one (1) year.
8. Installation of the system may then proceed, and this department contacted for inspection.
9. Prior to inspection of the installation, the installer must submit an “As Built” record and a completion form to this department.
10. This department shall approve the installation upon satisfactory completion of all work and receipt of all required documentation.
11. An operation inspection of the system will be conducted by this department no later than 12 months after its installation to ensure the system is operating properly.

For more information check out our website at <http://www.ashlandhealth.com> or call (419)-282-4359.

Revised: December 2023