

THE COMBINED ALLEN COUNTY GENERAL HEALTH DISTRICT  
219 E. MARKET STREET, LIMA, OHIO 45801  
PHONE 419-228-4457 FAX 419-224-4161  
PROCEDURE TO INSTALL A SEWAGE TREATMENT SYSTEM

1. Applicant completes request for a site review for a new building lot or an evaluation of an existing sewage treatment system.
2. A Natural Resource Review conducted by the Allen Soil & Water Conservation District will be recommended for new home construction.
3. Sanitarian performs the evaluation of the existing system. For a vacant lot a review of the site includes the observation of area, topography, surrounding land use, flood plain maps and drainage options.
4. If an on-lot disposal system appears likely the applicant will be advised to obtain a site and soil evaluation from a qualified individual. An order one soil survey will be required.
  - a. If a conventional septic tank, leaching tile field system can be used, a site plan showing the layout will be required.
  - b. If a mound, drip irrigation or other type of sewage treatment system is required, the applicant will be advised to contact a sewage treatment system designer to design a system for the lot.
5. If evaluation is for an existing structure and an off lot disposal treatment system is the only feasible option, the owner will be directed to contact a system designer for the design and to apply for an Ohio EPA NPDES permit. NOTE: Rules prohibit the installation of an off lot discharging system for new home construction.
6. Plans as required in Section 3.03 of THE COMBINED ALLEN COUNTY GENERAL HEALTH DISTRICT SEWAGE DISPOSAL REGULATION for the sewage treatment system shall be provided together with the soil survey, system design and proof of NPDES coverage if applicable.
7. When plans have been approved, a permit to install may be obtained.
8. Earthwork and construction can begin without disturbing sewage system area.
9. Only registered sewage treatment system installers shall perform the installation. Installation of any system shall require advanced notice to the Health Department so that inspections can be performed during the installation, and to deter systems from being installed when soil conditions are not favorable.
10. Final inspections of the installation will be requested by the registered installer when completed and prior to cover material being applied. Final inspections found needing a re-inspection will be assessed a re-inspection fee.
10. As built drawings shall be submitted within 14 days of final inspection for the system to receive approval for use.
11. The owner will be required to obtain service contracts, fulfill effluent sampling and testing requirements and comply with all operation permit requirements.
12. Inspection of the system operation will be performed within 12 months of the installation.