



POLICY AND REQUIREMENTS FOR SEWAGE TREATMENT SYSTEM PERMIT APPLICATION SITE EVALUATION

1. Contract with a soil scientist through the Association of Ohio Pedologists at www.ohiopedologist.com or the Ohio Department of Health at <https://odh.ohio.gov> for a soil evaluation. Partial list is attached.
2. A system design must be created by either a soil scientist or registered installer.
3. Obtain a Development Permit signed by the Floodplain Manager and a copy of the Plat Map of the proposed property. (these can be picked up at the County Engineers Office (740.962.3171) in the Riecker Complex)
4. Submit copies of the development permit, plat map, soil evaluation, and system design to the Morgan County Health Department for review along with a site evaluation fee of **\$150**. A site evaluation date and time will be scheduled. Property owner's Registered Installer **MUST** be present at the site evaluation.
5. **Grass must be mowed for any site evaluations and all dogs must be restrained.** Disturbed and/or compacted soils CANNOT be used for sanitary leaching. It is recommended that the property owner be at the scheduled site evaluation along with the Registered Installer.
6. The health department completed site evaluation is **valid for five years** from the date of approval provided there are no changes to the site conditions or the system design, including the sewage source.
7. Any and all variance requests must be presented to the local Board of Health. Variance fee is **\$100**.

INSTALLATION PERMIT

8. Purchase a Sewage Treatment System Permit and provide your Morgan County Registered Installer's name on the application. (**\$525.00**) This permit is **valid for 12 months**.
9. Final inspections must be scheduled at least 24 hours in advance. System **MUST** be left uncovered for the final inspection. After completion of the installation and a final inspection, the installer will cover the system. Systems CANNOT be installed in wet conditions.
10. An As-Built drawing, that is in compliance with the Morgan County Health Department, is required to be submitted for FINAL approval.
11. A 12-month inspection will be performed by the Morgan County Health Department at no additional charge.

OPERATION PERMIT

Property Owner must complete and **SIGN** the application. The initial OPERATION PERMIT fee is waived for new systems. A renewal fee of **\$25** is due after TEN years along with an inspection report due for ALL sewage treatment systems installed after January 1, 2015. The septic system must be pumped and/or inspected by a registered contractor once every ten years. Upon future transfer of property, the new owners must be notified during the disclosure process that an Operation Permit is required.

ABANDONMENT PERMIT

There is a **\$50** ABANDONMENT PERMIT fee due **ONLY whenever an old septic tank is being replaced.** Form is available in our Office. Must be completed & signed by Registered Installer.

Submission of this application does not constitute approval to install, alter, or replace a household sewage treatment system. Applications and supporting documents must be reviewed and approved by MCHD prior to issuance of a permit.

Receipt #

Permit #

Local Health District

Permit To Install or Alter a Sewage Treatment System

The issuance of this permit confirms that all requirements of OAC rule 3701-29-09(B) are complete as documented below.

Site Review Application, associated fees, and the following:

Completed Soil Evaluation in accordance with OAC rule 3701-29-07, If waived by the Board of Health, state why: _____

Completed STS Design, in accordance with OAC rule 3701-29-10 Estimated System Cost: \$ _____

If applicable, Incremental replacement plan as per OAC rule 3701-29-09 (C).

Application for Permit and associated fees

Proof of registration with the Ohio EPA Class V injection well program N/A

This sewage treatment system permit is being issued to:

Owner's or Designate Representative's Name (printed)	Township
Property Street Address, City, OH (location of the installation, replacement or alteration)	

STS Contractor(s) performing the work.

1	Company Name:	Installer Registration #:
	Company Address:	
2	Company Name:	Installer Registration #:
	Company Address:	

Notice to the Owner and STS Contractor:

- The installation, replacement or alteration shall comply with the approved site review, any conditions of this permit, and any conditions of a product approval, the design, and Chapter 3701-29 of the Administrative Code.
- The owner of the STS and/or an authorized agent shall be responsible for all coordination between the local health district, designer, soil evaluator, installer, and Ohio EPA, if applicable.
- The protection of the sewage treatment system area is required prior to, during, and after construction.
- This installation, replacement or alteration permit may be revoked by the board of health prior to its expiration if a change in site conditions, the quality of the work, or if other conditions arise that are not in compliance with Chapter 3701-29 of the Administrative Code.
- This permit is valid for one (1) year from the date issued by the Board of Health.

Sewage Treatment System Permit Requirements Installation Replacement Alteration

Sewage Treatment System:

1. Soil Absorption 2. NPDES System 3. Non-NPDES System 4. Tank Replacement

Gray Water Recycling System:

1. Type 1 2. Type 2 3. Type 3 4. Type 4

System Description:

1. Septic tank to shallow leach lines 2. Pretreatment to shallow leach lines 3. Septic tank to 18"-30" leach lines

4. Pretreatment to 18"-30" leach lines 5. Septic tank to sand mound 6. Pretreatment to sand mound

7. Septic tank to drip distribution 8. Pretreatment to drip distribution 9. NPDES System

10. Other _____ 11. Septic Tank to LPP 12. Pretreatment to LPP

13. Spray Irrigation 14. Privy or Holding tank 15. Sand Lined Systems

Soil Depth Credit (if applicable)

1. One foot credit allowed 2. Two foot credit allowed Six inch credit allowed

Was a variance granted by the Board of Health prior to this permit being issued? Yes No

Date Approved (if Yes): _____ Variance requested for OAC 3701-29- _____

Comments:

PROPERTY OWNER or DESIGNATE REPRESENTATIVE SIGNATURE (if applicable)	DATE OF SIGNATURE:
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THIS PERMIT IS VALID ONE (1) YEAR FROM THE DATE ISSUED.

DATE ISSUED	PLACE AUDIT STICKER BELOW	
PERMIT ISSUED BY (RS or SIT only)	SIGNATURE	
PERMIT EXTENSION		
Approved By	Date Approved	Date Expires



Public Health
Prevent. Promote. Protect.
MORGAN COUNTY HEALTH DEPT.

**ON-SITE EVALUATION APPLICATION
FOR MORGAN COUNTY HEALTH
DEPARTMENT SEWAGE PERMIT
ISSUANCE APPROVAL
\$150 APPLICATION FEE**

PROPERTY ADDRESS: _____ **TOWNSHIP:** _____

Structure Information: # Bedrooms: _____ OR **# Employees and Type of Business:** _____

Acres/Lot size: _____ **CIRCLE:** Private or Public Water **Vacant Land:** YES / NO

PLEASE ATTACH A COPY OF SOIL ANALYSIS or NPDES PERMIT WITH THIS APPLICATION

Property Owner or Owner Designee Information:

Owner _____ **Address** _____

Home Phone _____ **Cell Phone** _____ **Email** _____

Applicant _____ **Address** _____

Business Phone _____ **Cell Phone** _____ **Fax OR Email** _____

Excavator Name: _____

APPLICATION FOR: 0 New Installation 0 Replacement 0 Alteration 0 Small Flow

TO BE COMPLETED BY THE HEALTH DEPARTMENT:

The following items must be submitted, reviewed, and approved by this office to obtain a sewage system installation/alteration permit. Only a registered sewage system installer or a property owner who has taken and passed the sewage system installer's test can install or alter a sewage treatment system. **NOTE:** The area designated for sewage system installation must be protected from construction traffic, storage of materials, encroachment of any kind, or other potential damage. Stake or flag both primary and replacement septic area.

All site evaluations shall expire five (5) years from approval date.

Initials	Date		FEE DUE
		Submit Soil Report, Development Permit , and Plat Map	
		Submit OR Request a Design Plan (S/R)	S-\$0 R-\$150
		Complete and submit Site Evaluation application	\$150
		Site Evaluation Scheduled	
		Site Evaluation completed and Design approved	
		Septic Installation Permit issued - PERMIT #	A-\$250 P-\$525
		Operation Permit Signed – New/Replacement OR Realty/Renewal	N/R-\$0 R/R-\$25
		Abandonment Permit issued – PERMIT #	\$50

0 NEW INSTALLATION 0 REPLACEMENT 0 ALTERATION 0 SMALL FLOW 0 NPDES

Comments/Limitations of Site:

The above information has been approved. Septic Permits may now be issued.

Sanitarian Signature: _____ Date: _____

Sewage Treatment System Operation Permit

Property Address: _____

System Type: _____ Service Contract Required: _____

In compliance with the Ohio Sewage Treatment System rules, 3701-29 of the Ohio Administrative Code, the Morgan County Health Commissioner or designee may enter the property at any reasonable time. Sewage Treatment System must be functioning as designed. All components must be operating properly (aerators, UV lights, pumps, etc.) and the system cannot be failing or creating a public health nuisance. It is further required to comply with regard to all inspections, service contracts, and effluent sampling.

Septic Permits issued after January 1, 2015 will be granted a ten-year operational permit initially without charge and to begin on the date of original septic permit issuance. Requirements for renewal include a \$25 filing fee and an inspection report (to demonstrate maintenance and compliance) once every ten years. Inspector may require tank to be pumped. Inspection reports shall be completed by registered sewage program contractors (pumpers, installers, service providers).

All real estate septic inspections performed after July 1, 2019 will require a ten-year operational permit along with a \$25 filing fee. It is further required to either have a pumping report/receipt less than five years old OR have tank pumped before inspection. Requirements for renewal are the same as above.

Upon future sale or transfer of this property, the new owners must be notified during the disclosure process this sewage system requires an operation permit. Failure to maintain and operate the sewage treatment system in accordance with chapter 3707-29 of the Ohio Administrative Code may result in the operation permit being suspended or revoked by the Board of Health.

I acknowledge and agree to the above terms –

Owner Name (print): _____ Owner Signature _____

Date Issued: _____ Date Expires: _____

Permit Fee Paid: _____ Permit Number: _____

Local Health District:

Permit # (if applicable)

Sewage Treatment System (STS) Abandonment Permit/Report

Audit Sticker (if applicable)

The permit with the original audit sticker and signatures must stay with the local health district. A copy must be given to the applicant at the time the permit is issued. The report must be completed and submitted to the local health district.

Property Information

Location Address:

Township:

County:

Reason for abandonment:

Owner Information

Owner Name:

Phone Number:

Mailing Address:

Applicant Statement of Compliance

I agree the household sewage treatment system or component(s) will be abandoned in accordance with rule 3701-29-21 of the Ohio Administrative Code. The contents of the sewage treatment system or component(s) to be abandoned shall be disposed in accordance with rule 3701-29-20 of the Ohio Administrative Code.

Signature of owner or authorized representative:

Date:

For office use only:

Permit Issue Date (if applicable):

Sanitarian Name (printed):

Sanitarian Signature:

Abandonment Completion Report

Date completed:

System Contents (Note: Completed pumping report must be attached)

Registered Septage Hauler:

Wastewater Disposal Site:

Solid Waste Disposal Site:

Abandoned Component(s) (List all components abandoned and method of abandonment)

Component 1:

Method:

Component 2:

Method:

Component 3:

Method:

Component 4:

Method:

Person/Registered Installer Completing Abandonment

Signature:

Name (printed):

Local Health District Inspection (if applicable)

Sanitarian Signature:

Sanitarian Name (printed):

Date:



2025 Registered STS Installers

B. SOUTHHALL EXCAVATING	740-767-4028
COMPLETE HOMES	740-767-2027
SINGREE CONSTRUCTION SERVICES	740-517-0274
FOUSS SEPTIC SYSTEMS	740-896-2425
King Future Builders Inc.	740-554-3121
L M EXCAVATING	740-517-0189
SHRIVER SEPTIC & EXCAVATION	740-350-0688
Beagle Hill Service, LLC	740-828-9852
Wilson & Son's	740-319-9702
Triple 7 Septic & Land Management	740-629-0094
Eagle Eye Septic Solutions	740-819-6848
Spears Excavating	740-503-6751
A and L Services	740-819-4405
Mesaro Trucking & Excavating	740-331-0428
Storts Excavating	740-343-3766
Newberry Excavating	740-651-8357
A & J Services	740-819-4405
Irwin Property Services, LLC	614-264-1395

Approved Soil Scientists

Ohio Department of Health

Residential Water and Sewage Program

Soil Evaluators Approved Under Ohio Administrative Code Rule 3701-29-07 (A)(5)

Please note: These individuals are approved to provide soil evaluations after December 31, 2016

Name	Company	Address	Phone	Phone 2	Email	Demonstration of Criteria Post December 31, 2015	Reciprocity State
Baldwin, Kyle	Roxsol, LLC	Zanesville, OH 43701	740.704.1879		kylebaldwin@roxsol.com	x	
Buhovecky, Greg	The Mannick & Smith Group, Inc.	Maumee, OH 43537	419-891-2222 x.197	419-270-2804	Gbuhovecky@manniksmithgroup.com	x	
Burns, Ray	NeoSoils Inc.	Huntsburg, Ohio 44046	440-285-5035		neosoilstesting@gmail.com	x	
Cattrell, Donald "Mitch"	Colombiana County General Health District		(330) 424-0272			x	
Flowers, Mark	Flowers Septic System Design, Inc.	Newark, OH 43055	740.587.7363	740.328.7656	MarkFlowers777@gmail.com	x	
Lewis, Kevin	Kevin Lewis LTD	Albany, Ohio	740-590-4939		kl118892@ohio.edu	X	
Kauffman, Craig		West Liberty OH 43357	937-935-9701		Ckauffman@woh.rr.com	x	
Malmisur, Sam	Native Soils LLC	Youngstown, OH 44511	330-986-7002	330-793-3295	nativesoils@yahoo.com	x	
Priest, Terry		Corning, OH 43730	740-767-3982		priestterry12@gmail.com	x	
Redmand, Doc	HSTS Services, Inc.		419.606.2625		hstsservices@yahoo.com	x	
Sneed, Jason		Blanchester, OH 45107	513-256-7747		jason.sneed513@gmail.com	x	
Wiley, Robert	Good Ground, LLC	Albany, OH 45710	740.698.9100	740.591.4776	info@goodground-llc.com	x	

last updated 06.26.20

SEWAGE TREATMENT SYSTEM AS-BUILT

Property Information

Permit #: _____

Property Address: _____ Owner: _____

Benchmark

Location: _____ Elevation: _____

Building Sewer 4" PVC (DWV) ASTM D 2665 equiv. or 4" ABS ASTM D 2661 equiv.

Total Length: _____ # of cleanouts: _____

Elevation at building: _____ Elevation at tank: _____

Primary Treatment Tank Type: Precast / Plastic Size: _____ gallons

Tank Manufacturer: _____ (Both size & name must be stamped on top)

Pretreatment Device: _____ Serial # _____

Distributor: _____

Bedding Material: _____ Depth: _____ Backfill Material: _____

Risers: Y / N Baffles: Y / N In & Outlets Sealed: Y / N NSF Effluent Filter: Y / N

Dosing Tank/Lift Station

Type: Precast / Plastic Size: _____ gallons

Risers: Y / N In & Outlets Sealed: Y / N

Bedding Material: _____ Depth: _____ Backfill Material: _____

Pumps

Manufacturer: _____ Size: _____

 UL or CSA Listed Quick Disconnect Audible & Visual Alarms Weephole/ Checkvalve Wiring Meets Ntl. Elec. Code

Distribution

Depth of Trench Bottom: _____ Trench Width: _____

Pipe Material: _____ Type & Size of Aggregate: _____

Depth of Aggregate: _____ Total Lineal or Square Footage : _____

Other

Disclaimer

This sewage treatment system was installed in accordance with all applicable rules and plan specifications by _____ (Company Name).

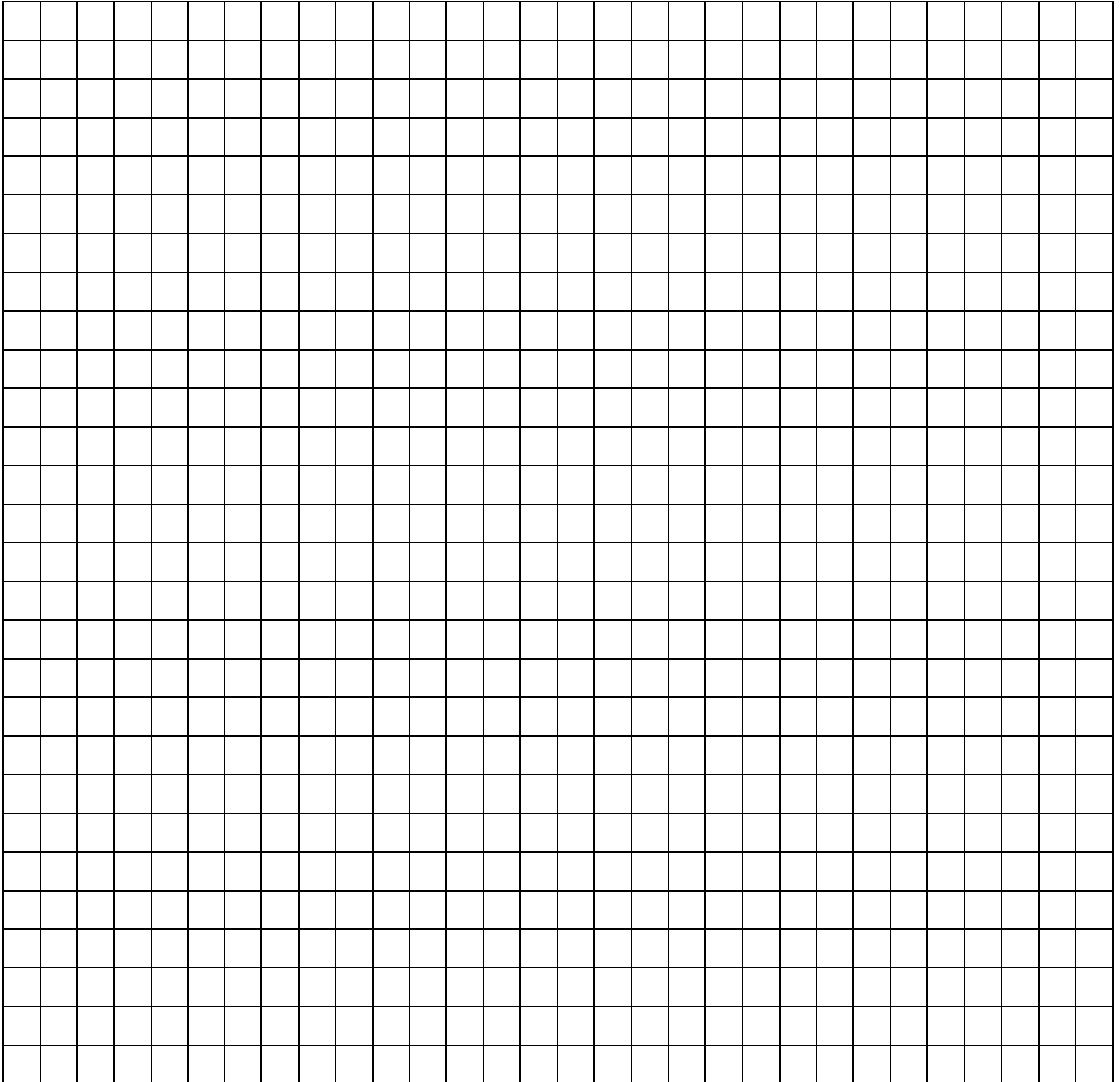
Signature_____
Date

AS – BUILT DIAGRAM

Please indicate the following in the diagram:

- Benchmark & all isolation distances
- Roads, buildings, driveways, water supply, water lines, surface water, lot lines, and all STS components
- Length of each trench & elevation of bottom of each trench from beginning to end
- If and when laser is repositioned

N



Remit copy to Health Department and to property owners along with manufacturer O & M instructions and compliance with any start-up procedures.

- appliances, use high efficiency plumbing fixtures, and repair any leaks in your home.
- For more information, go to <https://www.epa.gov/watersense/>
- Shield your field.
 - Keep your car and anything heavier than your lawnmower off your drainfield.
 - Eliminate or limit the use of a garbage disposal. This will significantly reduce the amount of fats, grease, and solids that enter your septic system and could clog your drainfield.
 - Plant trees away from the drainfield since tree roots can clog the field and cause the system to fail.
 - Keep excess water from irrigation, significant rainfall, or drains off the drainfield.

Step 4: Preventive Maintenance

What else can I do to help maintain my system?

A typical septic system should be inspected every three to five years by a septic system service provider. The tank should be pumped as recommended by the service provider or as required by your town, county, or state. Generally, you can plan to have the tank pumped approximately every three to five years. Just like changing the oil in your car, preventive septic system maintenance will extend the life of your system for a small cost compared to the cost of replacing the system.

What are the costs associated with the maintenance of a septic system?

Your home's septic system should be inspected every three to five years as part of its routine maintenance and pumped as necessary depending on the results of the inspection. The maintenance service typically costs between \$250 to \$500, based on nationwide industry estimates. Maintenance costs are much more affordable compared to the expense of repairing or replacing a septic system which can cost thousands to tens of thousands of dollars. Contact a local septic system service provider who can provide a cost estimate specific to your area and needs. They can also provide you with more accurate information on how frequently to service and pump out your system.

Step 5: Corrective Maintenance

How do I know if my septic system is not working properly? What do I do?

There are a few signs of a septic system malfunction. If you discover any of these warning signs, call a septic system service provider immediately. One call could save you thousands of dollars!

- Wastewater backing up or gurgling into household drains.
- A strong odor around the septic tank or drainfield.
- Bright green, spongy grass appearing on the drainfield.

With proper care and maintenance, your septic system will serve your home for years to come. That's why it's important for you to do your part and be SepticSmart!

New Homebuyer's Guide to Septic Systems

If you are about to purchase a new home with a septic system, this homebuyer guide is for you!

This guide provides information homebuyers need to know before purchasing a home with a septic system (also known as an onsite wastewater system), how a septic system works, and the importance of having it inspected prior to purchasing a home. In addition, this guide provides information on everyday, preventative, and corrective maintenance for when you are living in your new home.

For additional information, contact your local health department, real estate agent or visit www.epa.gov/septic.



Morgan County Health Department
4275 N SR 376 NW
McConnelsville, OH 43756
740-962-4572

Step 1: Understand your septic system

Does my new home have a septic system? How do I find it?

You most likely have a septic system if:

- You are on well water;
- The water line coming into your house does not have a meter;
- Your neighbors have a septic system; or,
- You live in a rural area.

You can find your septic system by:

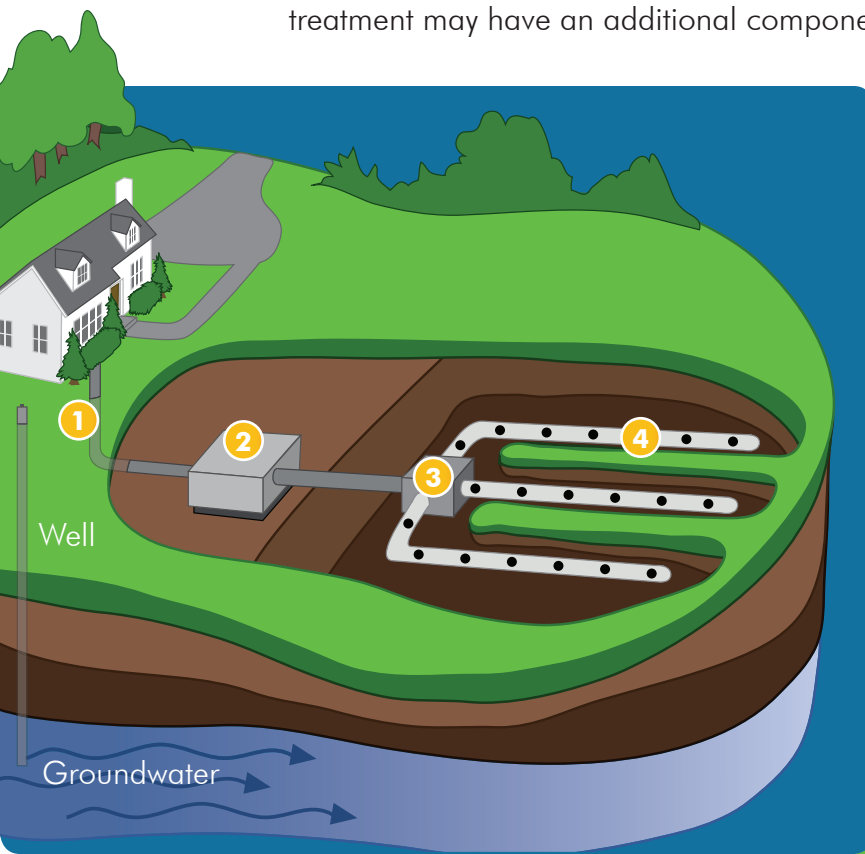
- Looking at the “as built” drawing for your home’s septic system, which you can request from your local (e.g., town, county, or state) health department’s records;
- Checking your yard for inspection caps, lids, or manhole covers;
- Working with a septic system service provider, who can help locate the system; and,
- Asking the seller or realtor.

How does a septic system work?

1. All water runs out of your house from one main drainage pipe into a septic tank.
2. The septic tank is a buried, water-tight container. Its job is to hold the wastewater long enough for solids to settle to the bottom (sludge) while the fats, oil and grease float to the top (scum).
3. For conventional septic systems, liquid wastewater exits the tank and is spread evenly throughout the drainfield, usually through a distribution box. Systems with more advanced treatment may have an additional component between the septic tank and drainfield.

4. Once in the drainfield, the wastewater percolates into the soil, which reclaims the water for future reuse by naturally removing harmful bacteria, viruses, and some nutrients.

This process may vary based on the site conditions of your property (e.g., soil type, proximity to water). A septic system service provider and your septic system’s “as built” drawings will be able to tell you what type of system is on the property.



Step 2: Get your system inspected

How can I be sure that my septic system is working correctly?

Buying a home is one of the biggest investments you will make, so you want to avoid any surprises after you purchase the home. Just like your furnace, the septic system is expensive to repair or replace so you want it to be in good condition when you buy the home. Have the system inspected by a septic system service provider before you purchase a home. Inspections may be required by your local or state government or by your mortgage lender. Inspection results can help you decide if the home is right for you.

What should happen during a septic system inspection?

The inspector will check for the following:

- Pumping and maintenance records;
- The age of the septic system;
- Sludge levels and scum thickness in the tank;
- Signs of leakage, such as low water levels in the tank;
- Signs of backup, such as staining in the tank above the outlet pipe;
- Integrity of the tank, inlet, and outlet pipes;
- The drainfield, for signs of system failure like standing water;
- The distribution box, to make sure drain lines are receiving equal flow; and
- Available records, to ensure the system complies with local regulations regarding function and location.

Step 3: Everyday Maintenance

What can I do to help maintain my system every day?

The average lifespan of a septic system is 15 to 40 years, but it can last longer if properly maintained!

- Think at the sink. Consider what you put into your toilet and sink and the impact it may have on your system. Many common household items can either clog your system or kill the microbes that treat the wastewater.
 - “Cloggers” include diapers, baby wipes, cat litter, cigarettes, coffee grounds, grease, and feminine hygiene products.
 - “Killers” include household chemicals, gasoline, oil, pesticides, antifreeze, paint, and high amounts of anti-bacterial soaps and detergents.
- Don’t strain your drain.
 - The less water you use, the less your septic system has to work. Stagger the use of