

# DeKalb County Health Department

220 East 7<sup>th</sup> Street-Suite 110  
Auburn, IN 46706

Phone: 260-925-2220

Fax: 260-925-2090

## On-Site Sewage Treatment System Permit Procedures

Step 1. The Property Owner or Agent will complete and submit a Residential On-Site Sewage Treatment System Permit Application Form.

Step 2. An on-site evaluation must be completed by an Indiana Registered Soil Scientist listed with the Indiana Registry of Soil Scientists (IRSS) and a copy sent to the Property Owner or Agent and to the DeKalb County Health Department (DCHD) for review. The DCHD can provide a list of registered soil scientists who work in the DeKalb County area. The DCHD can be present on-site for the soil evaluation if arrangements are made in advance.

Step 3. Once the soil evaluation and application form are received, the DCHD will determine the minimum requirements for the type, size, and design parameters of the septic system, taking the soils information, a site evaluation, and the permit application information into consideration. The DCHD will then contact the Property Owner or Agent with the specifications for the system that is appropriate for the site according to the Indiana State Department of Health Rule 410 IAC 6-8.3.

**\*\*Any types of systems not described in ISDH Rule 410 IAC 6-8.3 will be subject to ISDH approval prior to DCHD permit issuance unless plan review has been delegated by the ISDH to the DCHD.\*\***

Step 4. Using the specifications for the appropriate system, the Property Owner or Agent will then submit a scale drawing of the Site-Plan to the DCHD for review. A Site-Plan Review Check List (listing all the requirements of a site-plan drawing) is available at the DCHD

Step 5. The Site-Plan review will be completed and the plan approved or denied within 45 days (as per IC 16-41-25-1) of the drawing submittal. The DCHD will contact the Property Owner or Agent with the results. If denied, the Property Owner or Agent will be notified in writing of the basis of the denial. Additions and/or corrections can be made and resubmitted for plan approval. When the Site-Plan is approved, the Acceptance of Approved Plan Agreement must be signed by all required parties and returned to the DCHD before a permit can be issued. **A \$60.00 Septic Permit Fee will be due at that time.** Once paid, a permit will be issued (a copy of the permit needs to be displayed and weather protected on-site) and installation may begin as weather permits. (See Acceptance of Approved Plan for On Site Sewage Treatment System form for wetness test details).

Step 6. Depending on the type of system being installed and the specific challenges of a site, several inspections points may be required during installation. It is the Property Owner's or Agent's responsibility to be aware of the required inspection points (through close communication with this department) and notify the DCHD accordingly. Once the system has been installed, a final inspection is required before any part of the system may be covered. The Property Owner or Agent will need to contact the DCHD to set an appointment for the Final Approval Inspection. If all requirements are met in the inspection, the system will be approved and may be appropriately covered. The Final Approval section of the permit will be signed and the original permit retained by the DCHD. Copies can be made available to the Property Owner or Agent.

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## Residential On-Site Sewage Treatment System Permit Application

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Property

Owner: \_\_\_\_\_

(If different from applicant)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Brief Directions to

Site: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_

Type of Dwelling \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Jetted Tubs: \_\_\_\_\_

(This question must be answered in order to process application)

(> 125 gal. capacity)

Water Supply: Public \_\_\_\_\_ Private Well \_\_\_\_\_

Name of Soil Scientist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The undersigned agrees all information provided to be accurate and true and the facilities at the above location will be installed in compliance with all applicable laws of the State of Indiana and ordinances of DeKalb County. Any changes to the structure or location for which this permit is issued will comply with all applicable laws of the State of Indiana and ordinances of DeKalb County and the DeKalb County Health Department will be notified of any changes in the work covered by this permit.

DeKalb County is committed to ensuring all persons are protected from discrimination per Title VI and ADA

Applicant/Owner \_\_\_\_\_ Date \_\_\_\_\_

☐ New ☐ Repair  
☐ Alteration ☐ Replacement  
☐ Expansion

For Office Use Only

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

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List of Soil Scientists for DeKalb County (Must be recognized by the Indiana State Department  
of Health)

**Baker Soil Services**

Joe Baker  
3152 N 100 W  
Decatur, IN 46733  
(260) 724-2144

Eickholtz, Inc.  
Soil & Environmental Consulting  
Tom Eickholtz  
10489 N 900 E  
Kendallville, IN 46755  
(260) 318-2858 (Bus/Cell)  
(260) 347-9342 (Home)

LLG Soil Consultants, LLC  
Larry Gramm  
1435 Fleming St. # 209  
Granger, IN 46530  
(574) 248-5955 (Phone)  
574 209-1711 (Cell)  
Email: lgramm@outlook.com

Soil Solutions, Inc. – Granger Office  
Tim Monaghan  
P.O. Box 1091  
Granger, IN 46530  
574-298-1239

Mort-Jones Soil Consulting, Inc.  
Tim Jones  
4400 E. Baseline Rd.  
Albion, IN 46701  
(800) 764-5696

NEI Soil Consulting  
Bill Hartsuff  
115 LN 200FA Lake James  
Angola, IN 46703  
(260) 668-9727  
neisoilconsulting@gmail.com

**List of Consultants providing Design Assistance  
For On-Site Sewage Treatment Systems**

- Note: The following list is provided only as a convenience in obtaining drawings and design work. This does not constitute an endorsement of any listed consultants nor does it exempt any individual from providing assistance.

Amstutz Excavating  
Brian Amstutz  
13921 Spencerville Rd.  
Grabill, IN 46741  
Phone: 260-657-5971  
Cell: 260-466-9454

C.Duane Embury  
Professional Engineer/  
Land Surveyor  
7810 Morning Gate Court  
Fort Wayne, IN 46804  
Phone: 260-432-9045

Meade Septic Design, Inc.  
Stuart J. Meade  
312 River Vista Drive  
Goshen, IN 46526  
Phone: 574-215-9289  
Fax: 574-534-8687  
Meade Septic Design  
Inc.Website

Jon's Custom Services  
Jon Ormsby  
492 N. SR 13  
Pierceton, IN 46562  
Phone: 574-594-5538  
Cell: 574-551-0465  
Fax: 574-594-2594

Jim Freed  
Excavating & Construction,  
Inc.  
4230 County Road 00  
Waterloo, IN 46793  
Phone: 260-475-5349  
Cell: 260-316-0173

Perkins Septic & Drain Service  
Jerry Perkins  
0375 CR 11  
Hudson, IN 46747  
Phone: 260-587-3739



**Cathy Manuel E.H.S.  
Environmental Health Specialist**

**DeKalb County Health Department**  
**Hours: 8:30 A.M. - 4:30 P.M.**

**220 East Seventh Street  
Suite 110  
Auburn, Indiana 46706**

**Tel: (260) 925-2220  
Fax: (260) 925-2090  
[cmanuel@co.dekalb.in.us](mailto:cmanuel@co.dekalb.in.us)**