

**VIGO COUNTY HEALTH DEPARTMENT**

**Environmental Health division**

147 Oak Street • Terre Haute, Indiana 47807

Phone (812) 462-3281 • Fax (812) 234-1010

**Onsite Residential Sewage System Permit Process**

1. **Obtain a soil evaluation report from a Registered Soil Scientist. In preparation for the soil evaluation please provide the soil scientist with a plot plan showing how the house and any other proposed structures and property lines are to located. The soil borings MUST be from the proposed septic system site; therefore best practice is to get at least three soil borings from different proposed sites. YOU MUST PERMANENTLY MARK EACH SOIL BORING UNTIL INSTALLATION OF THE SYSTEM IS COMPLETE.**
2. **The Soil Evaluation will be sent to the property owner and the Vigo County Health Department. The VCHD will determine the onsite residential sewage system requirements and will send the the property owner a preliminary septic approval letter with these requirements.**
3. **Obtain an application packet from the VCHD and apply by submitting the following to the VCHD:**
   * **Completed application, signed by the property owner. Incomplete applications will delay processing**
   * **$100 application fee**
   * **Plans regarding the design of the onsite residential sewage system for review and approval.**
   * **Who will be installing the system**
4. **After the VCHD receives the above information:**
   * **Reviews the onsite residential sewage system design plans**
   * **Will notify the septic installer and or property owner when the onsite residential sewage system design plans are approved.**
5. **The VCHD must be notified at least two business days in advance of needing an onsite residential sewage system inspection**

* **THE VCHD MUST APPROVE ANY IN-FIELD CHANGES NOT REFLECTD IN THE APPROVED PLANS.**