



## Henry & Stark County Health Department

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**Public Health**  
Prevent. Promote. Protect.

### **Step-By-Step Procedure to Obtain a Permit to Install/Replace a Private Sewage Disposal System**

Please be informed that:

- Your system must be constructed by a State Licensed and County Registered Private Sewage Installer, or you may do the work yourself provided the system is an owner occupied property.
- The Henry & Stark County Health Department must be notified 48 hours prior to commencement of the work for a final inspection of sewage construction before back filling.

**Step I:** Determine the absorption capacity of the soil of the proposed private sewage disposal site by utilizing soil boring data collected by a Certified Soil Classifier or an Illinois Licensed Professional Engineer.

**Step II:** Submit permit application form. The following must be submitted before your application will be evaluated

- Complete the permit application provided by Henry & Stark County Health Department at [www.henrystarkhealth.com](http://www.henrystarkhealth.com)
- Provide an accurate property location/description. (This shall include - Street or 911 address, subdivision and lot number, or full legal description and parcel number.) This information must be listed on or attached to your application. Full legal description and parcel number may be obtained from the County Assessor's Office, your tax bill or building permit.
- Provide plans or drawings to scale (1 inch = 40 feet) indicating lot size with dimensions showing the location of the system and type of system to be constructed. This must be drawn on the application form. If more space is needed, submit sketch on an 8½ x 11 sheet of paper attached to the application.

The following must be indicated on the plot plan:-

- ✓ The sewer line, septic tank, and drainfield.
- ✓ The dimensions and length of lateral pipe to be installed.
- ✓ Show type of backfill material, if applicable.
- ✓ Distances to water lines, water wells, potable water storage tanks and buildings.
- ✓ Location of sanitary sewer, if available, within 300 feet of the property.
- ✓ Typical cross-section of the system.
- ✓ Closed Looped Wells, within 200 feet.
- ✓ The house or other building which the sewage system will serve.
- ✓ All roads, driveways, and parking areas in the vicinity of the sewage system.

- ✓ All lakes, streams, major drainage ditches in the vicinity of the sewage system.
- ✓ Trees, large obstructions (rocks, ravines, etc.), hills, steep inclines as well as level ground.
- ✓ Site elevations and ground surface elevations sufficient to determine the elevation of the system components and the slope of the ground surface.
- The applicant's signature serves as written acknowledgement that the property owners are aware of and accept the responsibility to service and maintain the private sewage disposal system in accordance with the Private Sewage Disposal Licensing Act and Code. If the owner of the site is a developer or contractor, he or she shall notify the purchaser and the Health Department of the transfer of ownership and responsibility for maintenance.
- Include with the application the fee of –
  - \$175.00 – Licensed Contractor Apply – Septic System (New/modified/repaired/replaced)
  - \$300.00 – Licensed Contractor Apply – Surface Discharge
  - \$225.00 – Licensed Contractor Apply – Non-residential Septic system
  - \$300.00 – Homeowner Apply – Septic System (New/modified/repaired/replaced)

**Step III:** If conditions exist at a proposed installation site which make impractical or impossible compliance with the Private Sewage Disposal Licensing Act and Code, a variance may be requested by submitting to the Health Department a written proposal which is to be used in lieu of compliance with the Code. The variance request form can be found on our web site located at [www.henrystarkhealth.com](http://www.henrystarkhealth.com)

**Step IV:** If the discharge of this system will enter the waters of the United States, the homeowner must certify that he/she has obtained from the USEPA coverage for this system under NPDES Permit No. ILG62. The Health Department recommends home/property owners use all resources at their disposal. The following are a few that may be available:-

- ✓ Contact a professional individual (Illinois Professional Engineer, Illinois Soil Classifier, USEPA staff) that can help determine waters of the United States.
- ✓ Have a site evaluation conducted.

**Step V:** You will receive a copy of your permit application with approval, disapproval, and any pertinent comments on the reverse side of the application. The permit is valid for six (6) months. The permit is not transferable, from one licensed contractor to another, unless the homeowner pays for the permit.

**Step VI:** Upon approval of the application, notify the Health Department at least 48 hours prior to commencement of work. The Health Department will perform an inspection of the new or renovated portion of the system prior to covering.