



PROCESS FOR A SEWAGE TREATMENT SYSTEM (STS) INSTALLATION PERMIT

1. An applicant completes the Logan County Health District (LCHD) “Sewage Treatment System Installation Application” form, which must also be signed by the property owner.
2. If a property has not had a soil evaluation since January 2015, then a new soil evaluation may be required.
3. The Ohio Department of Health (ODH) has a list of approved soil evaluators which can be obtained from the LCHD office or website (loganhealth.org). The soil evaluation may require test holes dug by a backhoe during the evaluation. The applicant may also be required by the soil evaluator to call **811**, the Ohio Utilities Protection Service (OUPS), two working days in advance of the evaluation. The soil evaluator would then need the OUPS ticket number prior to the evaluation appointment. If required by the soil evaluator, the applicant arranges for a backhoe operator to meet the soil evaluator at the site at an agreed upon time.
4. A list of ODH-registered sewage system installers is given to the applicant or can be obtained from the LCHD website. If the applicant is also the property owner and wishes to install their own system, they must provide proof of passing an ODH-approved sewage system installer exam.
5. After the soil evaluation, a soil evaluation report is issued to the applicant stating whether or not the soil appears to be suitable for a sewage system and what system options are available for approval.
6. After the soil evaluation report is completed, a sewage treatment system design plan must be created by a sewage system installer, architect, engineer, sanitarian or the applicant. The applicant pays the \$75 site review fee when the plan is submitted to the LCHD. The plan will be reviewed by the LCHD if it contains all the information required by the Ohio Administrative Code.
7. The LCHD “Sewage System and Well Review for Building Approval Application” form may be necessary if the project involves new construction that requires a building permit from the Logan county Building Authority (LCBA). The review fee is \$25 but if a site visit is necessary due to a lack of available information, the fee is \$100. These fees are waived when new or replacement Sewage systems and/or water well permits are also issued. The form must be forwarded to the LCBA after the sewage treatment system installation permit is issued.
8. After the sewage treatment system design plan is approved by the LCHD, the “Permit to Install or Alter a Sewage Treatment System” form is completed. After the \$350 installation fee payment is received, the sewage treatment system installation permit will be issued.
9. The Sewage Treatment System (STS) Operation Permit will be issued when the \$35 fee has been received by the LCHD and the system has received its final inspection prior to being covered.
10. Assessments of new sewage systems occur within 9 to 12 months of the issuing of an operation permit to determine that the present property owner is properly operating and maintaining the system.