



Erie County General Health District

420 Superior Street, Sandusky, Ohio 44870

419-626-5623 toll free 888-399-6065 FAX 419-626-8778
website: eriecohealthohio.org e-mail: echd@eriecohealthohio.org

Peter T. Schade, MPH, RS
Health Commissioner

HOUSEHOLD SEWAGE TREATMENT SYSTEM APPLICATION INSTRUCTIONS

1. Have the site and soil evaluation process completed. For a list of those who provide this service, contact the Erie County Health Department. For instructions on completing the soil forms, refer to the Ohio Department of Health website: www.odh.ohio.gov/odhprograms/eh/sewage/sewrules.aspx. There will be at least two (2) soil forms and one site drawing to complete this process.
2. Submit the completed site and soil evaluation information to the Erie County Health Department, fill out the site review application, and pay the site review fee.
3. Schedule a site visit with the Erie County Health Department to review the completeness of the site and soil evaluation forms.
4. The sanitarian will send a follow up letter confirming the approved site and soil evaluation form and noting any restrictions of the proposed site. Site review expires after one year.
5. Take the approved site and soil evaluation form and letter from the health department to have a layout plan (done by a registered installer) or design plan (done by one who can complete a design) completed. A list of registered installers and designers is available at the Erie County Health Department. This plan must be approved by the health department before the permit to install can be issued.
6. The permit to install may be issued after the site review process has been completed. Contact the health department for the permit fee. Permit is valid for one year from date of issuance.
7. Upon installation of the system, the registered installer contacts the health department for final inspection of the system and submits an 'as built' record. Health department visits the site and confirms that the system matches the as built drawing. When approved, an operation permit is issued to the homeowner. The health department does a follow-up inspection within 18 months of issuance of the operation permit.
8. Mandatory service contracts are required for certain types of sewage treatment systems. These systems will have an operation permit that will need to be renewed annually. Contact the health department for more information.