

HOMEOWNERS GUIDE

PROCEDURES FOR THE PROPER APPROVAL & PERMITTING OF HOUSEHOLD SEWAGE TREATMENT SYSTEMS



CRAWFORD COUNTY PUBLIC HEALTH

PREVENT • PROMOTE • PROTECT

1520 ISAAC BEAL ROAD • BUCYRUS • OHIO • 44820

(419)562-5871

www.crawfordhealth.org

SO YOU'RE BUILDING A NEW HOME OR NEEDING TO UPGRADE YOUR EXISTING SEWAGE SYSTEM

The information contained within this booklet will aid you in the proper procedures necessary to install a new or replace/repair an existing failing household sewage system.

STEP 1

For a new home or replacing an existing failing septic system, you will need to obtain the services of a soil scientist to analyze the soils on your proposed building site or your existing lot. Through the soil analysis, the soil scientist will determine the best location on your property to locate the sewage treatment system.

Once the soil scientist has completed his analysis, he must submit all of his findings to our department for review and approval.



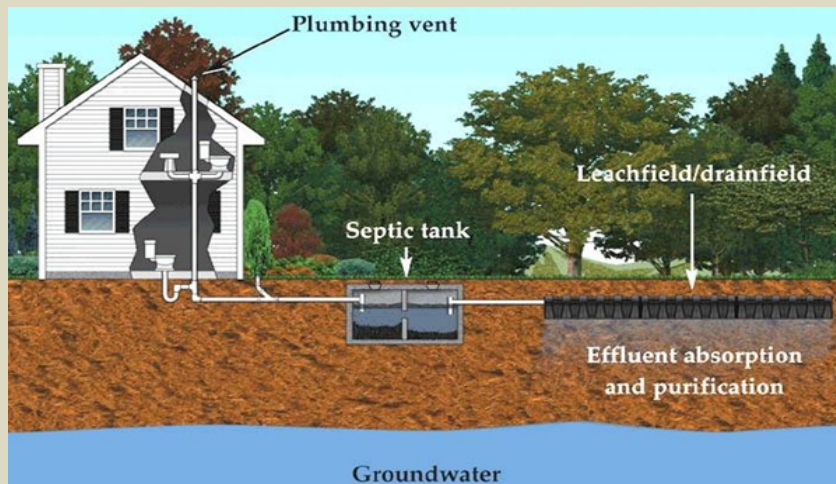
Contained on the back pages of this booklet is a listing of soil scientists that conduct soil analysis services in Crawford County. Please ensure to contact several evaluators to obtain the best pricing for services.

For a failing system, please call our office first prior to proceeding. Depending on your situation, some steps may not be needed.

SYSTEM DESIGN

STEP 2

Once the soil analysis results have been submitted to our department, the next step is to submit a design of the actual septic system installation for your property to our office.



The design must contain the exact layout of the sewage system [drawn to scale] and the location of all wells, structures, ponds, geothermal systems, driveways, roads, etc., related to the property. The drawing must have an indicator of the scale and the direction of North.

You will need to either contract with a **Sewage System Designer** or a **Registered Crawford County Sewage System Installer** to develop the design. Many of the soil evaluators are also considered designers and can design the sewage system. Contained on the back pages of this booklet is a listing of soil scientist/designers and all of the currently registered sewage system installers in Crawford County.

SITE EVALUATION

STEP 3

Once the soil reports and system design have been reviewed by our department, the next step is to schedule a site evaluation with our department. Our department will schedule a time to meet with you at your proposed building site



to determine your plans with the property and to evaluate the area the soil evaluator has selected as the area for your sewage system.

In conducting this evaluation, we will need to know the following types of information concerning your plans for your property:

- (1) Location of your proposed house.
- (2) Location of any other buildings (Garages, Barns, etc.)
- (3) Location of any ponds, pools, wells, or other water features.
- (4) Location of driveways and property lines.
- (5) Location of any planned geothermal systems.

On the following page is a Site Evaluation Application. Please complete this form and return it to our office with the site evaluation fee to begin the scheduling process. Upon completion of the site evaluation, our department will develop a report with our findings that will be mailed to you. This report will highlight the information necessary for obtaining your sewage installation permit.

SITE EVALUATION FEE

\$133.87

YOUR SITE EVALUATION IS VALID FOR FIVE (5) YEARS FROM THE DATE OF ACUTAL APPROVAL OF THE SITE



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1520 Isaac Beal Rd. • Bucyrus, OH 44820 • Phone: (419)562-5871 • Fax: (419)562-2048

Application for Site Review for Household Sewage Treatment System (HSTS)

Proposed system to serve:

Single Family Dwelling Two Family Dwelling Three Family Dwelling Other (specify) _____

Proposed system type: New Replacement Alteration

Type of Water Supply: Public Water Supply
 Private Water Supply Drilled Well Cistern Hauled Water Storage Tank Pond

| | | |
|--|----------|------------------------|
| Owner / Applicant (circle) | | Phone # |
| Mailing Address | | |
| City | State | Zip Code |
| Street Address of Property, if applicable: | | |
| City | Zip Code | Township Parcel # |

Size of existing/proposed building lot: Acres: _____ # of Bedrooms: _____

The following accompanying documents are required for consideration for site review:

1. Site and soil evaluation form completed as outlined in ODH STS Rules Chapter 3701-29-07
2. Scaled site drawing as outlined in ODH STS Rules Chapter 3701-29-10
3. Layout or design plan as outlined in ODH STS Rules Chapter 3701-29-10

Before the site review can be scheduled, the following must be done by the applicant:

1. All property lines must be clearly marked, and
2. Primary and secondary sewage areas must be clearly marked and protected from disturbance.

I, the undersigned, hereby certify that the above information, and that included in the accompanying documents is correct and truthful. I also understand that any deviation from the above may nullify approval of this site for a permit to install. I understand that this site review is not a permit to install. A separate permit will be required for installation, upon site approval.

Owner / Applicant Signature

Date

*For replacement of existing systems, site and soil evaluation may be waived by our department, if it is determined that there is no suitable area for an on-lot replacement system. Alterations of existing systems do not require the site and soil evaluation.

Health Department Use Only

Fee: **\$133.87** Receipt # _____ Site ID # _____

Site meets requirements? Yes No
Design plan / layout plan meets requirements? Yes No

Date of Health Department site review inspection: _____

Name of Soil Evaluator: _____ System Designer: _____
Date of approval / denial Reviewer

INSTALLATION PERMIT

STEP 4

Once you have received the site evaluation report highlighting the approval of your site for septic installation, the next step is to obtain your installation permit. A permit can either be mailed or e-mailed to you where you can complete the permit at your convenience or you can stop into our office to complete the permit process.

If completing the permit at home, you will need to submit the permit with the proper fee to our office to begin the issuance process.

If completing the permit in our office, you will need to provide the proper fee once you complete the permit and your permit can be issued to you on that day or mailed to you within a few days following your visit.

Information needed for completion of the permit:

- (1) Your **NAME**.
- (2) The **ADDRESS** of the property where the system is being installed.
- (3) The **TOWNSHIP** where the property is located.
- (4) The **NAME** of your contractor.
- (5) The **ADDRESS** of your contractor.

Your installation fee will be based on the type of installation that has been determined for your property [New, Replacement, or Alteration]

2018 PERMIT FEES

| | | |
|--------------------|---|-----------------|
| NEW | ➔ | \$745.58 |
| REPLACEMENT | ➔ | \$666.29 |
| ALTERATION | ➔ | \$239.40 |

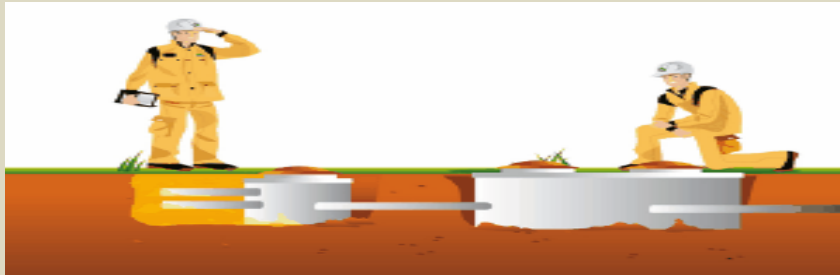
YOUR PERMIT IS VALID FOR ONE ① YEAR FROM THE DATE OF ISSUANCE

INSTALLATION PROCESS

STEP 5

Once the INSTALLATION PERMIT has been issued, you will have one **① YEAR**, from the issuance date, to install your system. The system will need to be installed by a registered Crawford County Sewage Installer. A listing of registered installers is contained in the pages at the end of this booklet.

Upon completion of the installation process, most often, the installer will contact our office to schedule a final inspection of the installed system.



Upon passage of the final inspection, the system will be deemed acceptable for covering and usage.

Within one year of the installation of your system, Crawford County Public Health will conduct a 12-month inspection on your system to ensure it is functioning properly per requirements of the Ohio Department of Health Sewage Treatment System Rules. Crawford County Public Health will notify you when this inspection will occur and adjust the schedule if you would like to be present for the inspection. Any deficiencies noted during the 12-month inspection will be communicated to you by written report and must be corrected within the time frame established by Crawford County Public Health. If you have any questions concerning the inspection findings, do not hesitate to contact our department at:

419-562-5871

OPERATION & MAINTENANCE

After the finalization of your system installation, the system will be placed on an operation and maintenance program as required by the Ohio Department of Health Sewage Treatment System Rules.

You will be required to obtain an Operation Permit which will be valid for a period of **FIVE (5) YEARS** and must be renewed every **FIVE (5) YEARS**. Within the five year timeframe, you will be required to provide proof that your system has been routinely inspected to ensure it is functioning properly. Most likely, homeowners will obtain the services of a registered Service Provider to conduct the maintenance and inspection services.

Areas of Household Sewage Treatment Systems that must be routinely check to ensure they are properly maintained and functioning properly include:

- ① Condition of the Septic or Aeration Tank
- ② Condition of all Dosing Tanks
- ③ Condition of all Distribution Boxes and Inspection Ports
- ④ Solid levels in the Septic or Aeration Tank [Pumping Purposes]
- ⑤ Condition of all pumps and motors [Aeration systems, dosing chambers etc.]
- ⑥ Surfaces over leach fields, mounds, sand beds, etc., for evidence of sewage ponding onto the ground surface.
- ⑦ Outlet tiles and Inspection Ports for evidence of sewage exiting the system [No sewage should exit a properly functioning system]

Contained in the pages at the back of this booklet is a listing of the Service Providers registered to conduct maintenance and inspection services in Crawford County.

Specific systems [NPDES, Mounds, Drip Distribution, etc.] will require that you enter a contract with a service provider to monitor and inspect the function of these systems. Documentation must be provided to our department that a valid contract has been obtained.

As well, NPDES [Aeration-style sewage systems] require annual sampling to ensure the effluent [water exiting the system] meets all current Ohio EPA bacterial standards for waters of the state. Again, homeowners may want to obtain the services of a registered service provider to undertake the sampling process.

Every three ③ to five ⑤ year your septic tank will most likely require pumping as part of the operation and maintenance program. Your service provider should be able to evaluate your septic tank and determine the proper time for pumping. Contained at the back pages of this booklet is a listing of Sewage Haulers registered in Crawford County to pump septic tanks.

If you have any questions concerning the Crawford County Public Health Operation & Maintenance Program, do not hesitate to contact our department at:

419-562-5871

SOIL EVALUATORS



H.S.T.S. Service

1566-A Baney Rd.
Ashland, Ohio 44805

[Rick Emmons]

419-606-2625

Soil & Environmental Consulting Services

1974 N. 3B's & K Rd.
Sunbury, Ohio 43074

[Steve Miller]

614-579-1164

Soil & Site, LLC

3344 TR 26
Cardington, Ohio 43315
steve.r.ross@gmail .com

[Steve Ross]

419-718-4301

Hull & Associates

3401 Glendale Ave., Suite 300
Toledo, Ohio 43614

[Shawn McGee]

419-385-2018

Norwalk Concrete

80 Commerce Dr.
P.O. Box 563
Norwalk, Ohio 44857

[Jim Charville]

800-733-3624

Terra Firma Soil Investigations, Inc.

308 Bellevue St.
Marietta, Ohio 45750

[Jim Russell]

740-383-3300

SEWAGE INSTALLERS

A & D Excavating
5872 SR 587
New Riegel, Ohio 44853

[Adam Faeth]

419-934-2220

ABW Excavating
2958 CH 44
Nevada, Ohio 44849

[Allen Weaver]

419-927-4513

Action Drain & Septic
P.O. Box 904
Mansfield, Ohio 44901

[Pam Blanton]

419-563-9440

Allen Excavating
7155 E. CR 6
Bloomville, Ohio 44818

[David Allen]

419-983-2132

Alt Excavating
7126 Scott Rd.
Tiro, Ohio 44887

[Cliff Alt]

419-492-2489

B & B Drain & Septic
P.O. Box 391
Mansfield, Ohio 44901

[Steve Brown]

419-562-7200

CNC Excavating
3689 SR 309
Galion, Ohio 44833

[Tidus Kissling]

419-689-0440

Daiber Excavating
517 N. Morrison St.
Nevada, Ohio 44849

[Charles Daiber]

740-482-2732

Eric Schiefer Excavating
2100 Lemert Rd.
Bucyrus, Ohio 44820

[Eric Schiefer]

419-562-5789

Goins Construction & Excavating
3854 Foos Rd.
Marion, Ohio 43302

[Don Goins]

740-225-0676

Hanes Excavating
7051 Ross Rd.
Bloomville, Ohio 44818

[Rick Hanes]

419-284-3059

JS, LLC
2462 Crum Rd.
Shiloh, Ohio 44878

[Jerrod Stuart]

419-651-6247

Lacey Pasheilich Excavating
8855 Ross Rd.
Lexington, Ohio 44904

[Fred Pasheilich]

419-884-8080

Nigh Builders
1635 S. Sandusky Ave.
Bucyrus, Ohio 44820

[Bob Nigh]

419-562-3396

Rietschlin Construction Inc.
4240 Baker Rd.
Crestline, Ohio 44827

[Ben Rietschlin]

419-347-4341

Saunders Excavating
1134 Nazor Rd.
Galion, Ohio 44833

[Jeff Saunders]

419-468-1381

Scott Farms & Excavating
1086 Nevada-Wynford Rd.
Bucyrus, Ohio 44820

[Bill Scott]

419-562-2887

SERVICE PROVIDERS

ABW Excavating
2958 CH 44
Nevada, Ohio 44849

[Allen Weaver]

419-927-4513

Action Drain & Septic
P.O. Box 904
Mansfield, Ohio 44901

[Pam Blanton]

419-563-9440

Adkins Drain, Sewer & Septic
9755 CR 20
Galion, Ohio 44833

[Gary Adkins]

419-468-4141

B & B Drain
P.O. Box 391
Mansfield, Ohio 44901

[Steve Brown]

419-562-7200

Carey Precast
P.O. Box 129
Carey, Ohio 43316

[Dean Beck]

1-800-852-3987

Inspect Ohio, LLC
6635 Ground Hog Pike
LaRue, Ohio 43332

[Calvin Lee]

740-762-0939

Norwalk Concrete Industries
80 Commerce Dr.
Norwalk, Ohio 44857

[Jim Charville]

419-668-8167

Rooter Man
P.O. Box 74
Mansfield, Ohio 44901

[Pam Brown]

419-522-3856

Stiger Precast
17793 SH 231
Nevada, Ohio 44849

[Mike Stiger]

740-482-2313

SEWAGE HAULERS



| | | |
|---|------------------|---------------------|
| Action Drain & Septic P.O. Box 904 Mansfield, Ohio 44901 | [Pam Blanton] | 419-563-9440 |
| Adkins Drain, Sewer & Septic 9755 CR 20 Galion, Ohio 44833 | [Gary Adkins] | 419-468-4141 |
| B & B Drain & Septic P.O. Box 391 Mansfield, Ohio 44901 | [Steve Brown] | 419-562-7200 |
| Gahring's Sewer & Drain 2774 Neal Zick Rd. Willard, Ohio 44890 | [Matt Gahring] | 419-933-1648 |
| Howell's Septic Service 365 E. Brandt Rd. Galion, Ohio 44833 | [James Grogg] | 419-468-4584 |
| Kimble Septic 300 Sixth Ave. Mansfield, Ohio 44905 | [Steven Stevens] | 419-522-2084 |
| Kincaid Wastewater Services 1101 Adare Rd. Marion, Ohio 43302 | [John Kincaid] | 740-386-3768 |
| Kurtzman Portable Toilets P.O. Box 365 Crestline, Ohio 44827 | [Steve Kurtzman] | 419-683-3921 |
| Rooter Man P.O. Box 74 Mansfield, Ohio 44901 | [Pam Brown] | 419-522-3856 |
| Stiger Precast 17793 SH 231 Nevada, Ohio 44849 | [Mike Stiger] | 740-482-2313 |
| Theis Septic, LLC 2729 SR 224 Tiffin, Ohio 44883 | [Chuck Theis] | 419-447-9149 |
| Tidy Tims 6434 CR 100 Mt. Gilead, Ohio 43338 | [Timothy Hack] | 419-947-3121 |