



Public Health
Prevent. Promote. Protect.

Tuscarawas County Health Department

Tuscarawas County Health Department Procedures for Obtaining a Permit to Install and Operate a Sewage Treatment System (STS) in Tuscarawas County

1. Items needed before TCHD's involvement:

- a. **Soil Evaluation.** This is required for every lot. The soil evaluation must be completed and submitted to the Tuscarawas County Health Department. This can be done by obtaining a Soil Scientist Report. You may select the entity of your choice to complete this work. You are responsible for any fees associated with the soil scientist's work/report.
- b. **A to-scale design.** This is required to be completed and submitted to the Tuscarawas County Health Department. Information required on the design can be found on our website at www.tchdnow.org. Examples of elements include but are not limited to locations of private water systems, driveways, ponds, buildings, and the septic system.

2. Application for Site and Plan Review

- a. An application must be completed. The application can be found at www.tchdnow.org. Along with this application, the soil evaluation, STS design, and floor plan must be submitted. Fees for the site review and plan review will be due to the Health Department at this time.
- b. The Environmental Health Specialist will visit the site location. During this visit, the Environmental Health Specialist will be looking for any obvious limitations of the site.
- c. An Environmental Health Specialist will then review all submitted paperwork including your to-scale design. Please allow at least 10 business days for this review. The Environmental Health Specialist will work with the designer for any corrections and/or changes that are needed to meet the rule requirements. Corrections may delay approval.
- d. Once the design and the site have been approved, the Environmental Health Specialist will contact the applicant, or applicable parties, to let them know a permit application to install may be submitted.

3. Application for an STS installation Permit

- a. After the site/plan review process has been completed, a signed permit application, with all required information, may be submitted with the appropriate fee. Once issued with a permit number, an STS permit is valid for 1 year from the date of issuance.

4. Construction of an STS

- a. After a permit is issued, the installation of the STS may begin. Work must be completed by a Registered Installer. A list of registered installers can be found at www.tchdnow.org. A homeowner may install their own STS, if specific registration requirements are met prior to installation. Homeowner installations

are subject to the same permitting and installation requirements outlined in OAC 3701-29 and should contact TCHD to inquire about the process beforehand.

5. Operation and Maintenance (O&M) Permit

- a. After an installation permit has been approved, the STS enters the O&M permit phase. Based on the type of system installed, an O&M permit is valid for either 2 or 5 years. O&M permits renew on December 31st. O&M permits are required for the life of the system.

6. Renewing an O&M Permit

- a. To renew an O&M permit, proof of maintenance is required during the permit period. Proof of maintenance may be provided in the form of service reports or records submitted by a Registered Service Provider. A listing of Service Providers can be found at www.tchdnow.org. Once this paperwork is submitted, TCHD will automatically mail you a renewal application at the appropriate time.