



Toledo-Lucas County Health Department  
635 N Erie Street  
Toledo, Ohio 43604  
Phone: 419-213-4100 ext. 3  
Fax: 419-213-4141  
Website: [www.lucascountyhealth.com](http://www.lucascountyhealth.com)

## **Sewage Treatment System Design and Site Review Application**

Toledo-Lucas County Health Department provides this information to assist homeowners in obtaining an installation permit for a sewage treatment system. The health district issues permits for both household and small flow on-site sewage treatment systems.

To receive Sewage Treatment System (STS) Design Drawing approval, this application along with the Design Drawing Review fee must be submitted to our agency. A sanitarian will review the plan to ensure that it meets current sewage regulations. This office will review the plan and schedule an appointment for a site review once it has been paid for.

There are private companies and certified soil scientists listed in this packet who will provide the services needed to complete your application.

### **Who do I need to contact?**

- Certified Soil Scientist
- Sewage System Designer
- Registered Installer

### **How do I get started?**

1. Contact a certified soil scientist to have a soil evaluation completed.
2. Select and provide the soil evaluation to a sewage system designer to have a sewage treatment system designed.
3. Submit the attached Sewage System Design Review application and the appropriate fee once a design is available for review.
4. This office will review and approve the design plan within 3 business days. If there are design issues, the approval process may take longer.
5. When the plan has been approved, an approval letter will be sent to the mailing address that was provided. The approval is valid for five (5) years from date of approval.
6. Before construction or installation of STS, you must make application for an installation permit. Installation permits are valid for one (1) year from date of application.
7. Contact a registered installer.

# Sewage System Professional

Below is a brief description of the sewage system professionals that will be involved in the sewage system process. Attached to this packet are lists for certified soil scientists, system designers, and registered installers. Some of the companies have multiple functions, so it is important to check into what services they will be able to provide for you. **These professionals/companies are not endorsed by the health department.**

## Certified Soil Scientists

The first step to installing a sewage system is to have a soil evaluation conducted. It is required that soil evaluations are conducted by certified soil scientists. Certification ensures that the soil scientist meets national standards, is a qualified professional, and has field experience. Since the soil is such a fundamental part of your sewage system, it is important to have a certified individual conduct the evaluation.

A soil scientist will come out to the property, evaluate the soil, and provide the homeowner with an idea of where a sewage system could be placed. This evaluation will determine the types of soil located on the property and any limiting conditions that may exist. The types of soil will help to determine the type of system (mound, leach, etc.) as well as the size of the system.

## Sewage Treatment System Designers

The homeowner will need to contact a designer to create a drawing of the proposed system and then submit it to the health department. The design includes the topography of the site, system layout, and detailed specifications for the system components. This is the “blueprint” of the system. There is currently no registration/certification for sewage system designers.

## Registered Installers

Toledo-Lucas County Health Department registers installers annually. Registered installers are permitted to install and alter sewage systems. All registered installers need to pass an exam, complete continuing education credits annually, and meet bonding and insurance requirements.

### **Know your options:**

There may be more than one option for the type of system (mound, leach, etc.) you can put on your property. Work closely with your designer in order to explore all available system options before submitting a design for review.



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## APPLICATION FOR SEWAGE TREATMENT SYSTEM **DESIGN AND SITE REVIEW**

<b>PROPERTY INFORMATION</b>		
Owner/Applicant	Township	
Mailing Address	City	Zip Code
Email	Phone #	
Property Address	Zip Code	
Parcel #	Water Supply (city, well, cistern)	
<input type="checkbox"/> Single Family <input type="checkbox"/> Multiple Family <input type="checkbox"/> SFOSTS Other _____	Bedroom #	
<b>DESIGN AND SITE REVIEW (Check Only One)</b>		<b>FEE:</b>
<p><b>Household Sewage Treatment System Design and Site Review.....\$200.00</b></p> <p><input type="checkbox"/> New Installation</p> <p><input type="checkbox"/> Replacement</p> <p><b>Note: HSTS design and site review must be approved prior to submitting application and fee for installation and Operation and Maintenance permit.</b></p>		
<p><b>Small Flow On-Site Sewage Treatment System (equal to or less than 1000 gallon per day) Design and Site Review.....\$200.00</b></p> <p><input type="checkbox"/> New Installation</p> <p style="margin-left: 20px;"><input type="checkbox"/> Commercial</p> <p style="margin-left: 20px;"><input type="checkbox"/> Governmental, Schools, Churches</p> <p><input type="checkbox"/> Replacement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Commercial</p> <p style="margin-left: 20px;"><input type="checkbox"/> Governmental, Schools, Churches</p>		

**ADDITIONAL INFORMATION**

- 1) Once you have obtained a soil evaluation and decided on a sewage treatment system design of your choice as permitted for your proposed site, provide copies of both and submit with this application.
- 2) Application shall be filled out completely and applicant/owner must be able to substantiate all data.
- 3) An approval will not be granted unless the sewage treatment installation design and site can conform to the rules of the Ohio Department of Health governing such installation (Ohio Administrative Code 3701-29).
- 4) Design and Site approval expires five (5) years from date of application.
- 5) Refunds are not permitted.

**This application will not be processed unless accompanied by the required fee(s).**

**\*\* Make Checks Payable to the Toledo-Lucas County Health Department or TLCHD\*\***

**By signing below I acknowledge that I have read and agree to all terms and conditions on this application and that to the best of my knowledge all the information provided with this application is factual.**

Owner/ Applicant Signature:

Date:

**Health Department Use Only**

Received by:	Date:
<b>Total Fee</b>	<b>Receipt #</b>

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