

## Driveway Permit

To obtain a driveway permit on a:

- > State Route contact ODOT at 740-385-2629
- > County Road contact Engineer's Office at 740-385-8543
- > Township Road contact the township trustees.

## House Address

An address is required before any permits can be issued. Contact the Map & Drafting Office for an address at 740-385-8546.



## Septic System Maintenance

Maintaining your septic system is extremely important for maximizing the life of the system and for safeguarding you and your family from disease-causing organisms. Properly working systems are essential for protecting surface, ground and drinking water supplies.

1. Pump out the septic tank or aerator every 3 -5 years or when the sludge level is at 1/3 of the capacity.
2. The aerator motor should run continuously.
3. Switch leach fields every six months if there is a "D" box and periodically clean the filter in the septic tank.
4. Do not use your septic system as a trash can. Never flush hazardous chemicals, medications, garbage, or tank additives and limit garbage disposal usage.
5. Practice water conservation and spread out laundry loads over the week. Use low-flow fixtures and repair leaky faucets and running toilets immediately. Do not plumb the water-softener backwash into the system.
6. Never drive over, dig in, or plant on top of the septic system.
7. Plan ahead for future septic repairs and keep an area on your property vacant for replacement of the system if needed.
8. Contact the Health Department if you experience any problems with your system.

## **Residential Building Checklist:**

- \_\_\_ Adequate Lot Size & Road Frontage
- \_\_\_ Driveway Permit
- \_\_\_ County Assigned Address
- \_\_\_ Site Evaluation
- \_\_\_ Soil Evaluation
- \_\_\_ Building Placement Permit
- \_\_\_ Sewage Treatment System Permit
- \_\_\_ Private Water System Permit
- \_\_\_ Plumbing Permit
- \_\_\_ Final Sewage Inspection
- \_\_\_ Acceptable Water Sample
- \_\_\_ Underground Plumbing Inspection
- \_\_\_ Rough Plumbing Inspection
- \_\_\_ Final Plumbing Inspection



## **Building Healthy Communities**

**Hocking County Health Department**

**350 St. Rt. 664 North**

**Logan, OH 43138**

**Tel: 740-385-3030 ext. 2**

**Fax: 740-385-2252**

**[www.hockingcountyhealthdepartment.com](http://www.hockingcountyhealthdepartment.com)**



## **Building Healthy Communities**

# **HOCKING COUNTY HEALTH DEPARTMENT**

*Land Division, Site/Soil Evaluations, Residential & Commercial Plumbing, Private Water Systems, and Sewage Treatment Systems.*



**Division of Environmental Health**

**Tel: 740-385-3030 ext. 2**

**Fax: 740-385-2252**

**[www.hockingcountyhealthdepartment.com](http://www.hockingcountyhealthdepartment.com)**



Welcome to the Hocking County Health Department. We are committed to safeguarding human and environmental health through prevention, protection, promotion, and educational efforts.

## Land Division

1. Before dividing any property, contact the Planning Office at 740-380-9634.
2. When sewers are not available, new lots must have at least sixty (60) feet of public road frontage and 80,000 sq. ft. (1.836 acres) that is usable and not in the floodzone. Floodzone information is available at the Planning Office.
3. For existing homes, the new lot lines must be a minimum of 10 feet from any part of the water or septic system.
4. Once the new plat has been approved and stamped by the Engineers Office, flag all property lines and contact this office for an evaluation. There is a nominal fee for this service and a soil analyses is required by a soil scientist or by the Health Department (see Site/Soil Evaluation).
5. The Planning Office must stamp the survey and deed before recording them at the Courthouse.

## Building Placement Permit

1. A Building Placement Permit must be obtained **before** building or placing a new home or replacing an existing home except in Logan City or in a manufactured home park.
2. Complete the permit application, remit the required fee and schedule an inspection with a sanitarian.
3. When replacing a home, the existing septic must be inspected and risers to grade are required on the septic tank or aerator. The system must comply with the rules that were in effect when the system was installed and cannot create a public health hazard.
4. Post the Building Placement Permit by the road.
5. Manufactured homes & transient rentals require a permit from the Ohio Dept. of Commerce Industrial Compliance: 800-523-3581



## Site/Soil Evaluation

1. Prior to placing a home or beginning construction, complete a permit application, remit the required fee and schedule a time for you or your representative to meet with a sanitarian at the site.
2. In order to design a sewage treatment system specific to the site, a soil analyses is required by a soil scientist or by the Health Department. Visit [ohiopedologist.com](http://ohiopedologist.com) for a list of soil scientists or have a backhoe on site to dig test holes for the evaluation by the Health Department.
3. Locate all utilities prior to digging by calling 800-362-2764.



## Sewage Treatment System (STS) Permit

1. To install a new or replace or alter an existing system requires an installation/alteration and operation permit. Permits are not needed for repairs such as the addition of risers or the repair of a sewer pipe.
2. Complete an application and include the property deed and county-assigned address. Permits can only be issued after the site/soil evaluation. **The installation permit is valid for one year after issuance.**
3. STS can be installed or altered only by a registered installer or by the property owner once they have passed a state exam. Contact this office or visit our website for a list of registered contractors or to take the state exam at no charge.
4. A final inspection is required prior to backfilling the new or altered system.

## Private Water System (PWS) Permit

1. A permit is required to install or alter a water well, cistern, hauled water tank, or spring.
2. Complete a PWS application and the permit will be issued after evaluating the site. **The permit is valid for one year after issuance.**
3. PWS contractors must be licensed with the Ohio Department of Health.
4. Following installation and chlorination, schedule a final inspection and water sample. The water will be tested for bacterial and nitrate contamination.



## Plumbing Permit

1. A Plumbing permit is required for a private residence or commercial building and for the installation of a water conditioner or back-flow prevention device.
2. Plumbing contractors must be registered with the Health Department and licensed with the state of Ohio.
3. Complete and submit a permit application along with the required fees and isometrics of the drain and water systems. **The permit is valid for one year.**
4. Contact the Plumbing Inspector for the underground, rough-in and final inspections. A re-inspection fee is required for repeat visits.
5. A plumbing permit is not required for repair work such as replacing a sink or toilet.
6. A commercial plumbing permit will require a Department of Commerce Building Permit.