

OPERATION PERMIT RENEWAL APPLICATION

HOCKING COUNTY HEALTH DEPARTMENT

350 ST. RT. 664 NORTH, LOGAN, OH 43138

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In accordance with Section 3701-29-09 (I) of the Ohio Administrative Code (OAC), no person shall operate a sewage treatment system (STS) without an approved and valid operation permit from the board of health. OAC 3701-29-09 (I) (4) states "an operation permit shall expire at the frequency determined by the board of health, not to exceed ten years." The STS must be inspected prior to renewing the permit. Please see back of application for renewal options.

Site Address: _____ City: _____

Township: _____ Subdivision/Lot#: _____

Owner: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

Email: _____

Applicant: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

Email: _____

How would you like to receive future correspondence? ☐ mail ☐ email other: _____

Last pumping date: _____ Contractor: _____
(Must be within the last 10 years)

*I, the owner or owner's representative, agree to allow the Hocking County Health Department access to the described parcel to perform necessary tests and observations. I further agree to **operate and maintain** the STS in accordance with all local and state codes. The Hocking County Health Department assumes no responsibility for the efficient functioning of any sewage or water system.*

OWNER'S SIGNATURE: _____ DATE: _____

Health Department Use Only:

Checks may be made payable to HCHD (Hocking County Health Department).

Permit	Fee	Date	Receipt	Permit #
<u>Option 1</u> Operation Permit renewal with Service Provider Inspection Report	\$50.00			
<u>Option 2</u> Operation Permit Renewal (\$50) & Health Dept. Inspection (\$75)	\$125.00			
Reinspection fee	\$50.00			

STS = Sewage Treatment System GWRS = Gray Water Recycling System

Operation Permit Renewal Process

In order to renew the Operation Permit, the system must be inspected either by a Registered Service Provider or by the Health Department:

Option 1 - Contact a Registered Service Provider to inspect your system and provide this office with an inspection report and the required \$50.00 renewal fee. There are 2 advantages to choosing this option. The first is that the Service Provider can most likely correct any issues that may be present during the inspection. Secondly, there is an inspection fee of \$50.00 for the Health Department to conduct the required inspection and a \$50.00 reinspection fee if problems are noted during the inspection and a reinspection is required.

Option 2 - Contact this office to schedule a time for a sanitarian to conduct the inspection. The fee for this service is \$75.00. You do not need to be present during the inspection. If any problems are noted during the inspection, they must be corrected and another inspection conducted for an additional \$50.00 fee.

With either option, the inspection will involve visual observation of all STS components depending on the type of system you have. Please make sure the lids to the septic tank or pretreatment unit, distribution box and/or drop boxes are uncovered and accessible and the inspection ports are capped and visible. Not all systems will have all of these components.

In order to renew the permit, all components of the system must be in working order and in good repair (this includes any lids or risers). In addition, the tank is required to be pumped out at least once every ten years. If the tank has not been pumped within the past ten years, please contact a registered septage hauler to pump out your tank and submit the documentation to us (**required for permit renewal**).

If the completed, signed application and fee are not received within 30 days, a second notice letter will be sent reminding you of the need for permit renewal. If an additional 30 days have passed with no correspondence, a third and final notice will be sent and a late fee will be applied. You will have an additional 30 days to submit the application, inspection report, and fee. If these are not received within the time frame of the final notice, this office will conduct the required inspection and the unpaid charges will be placed as a lien on your property in accordance with the Ohio Revised Code (ORC) 3709.091 (B), which states:

"If any owner, leaseholder, or assignee of real property fails to pay a fee as required by rule of a board of health of a city or general health district pursuant to section 3709.09 of the Revised Code for an operation permit for, or for inspection of, a household sewage treatment system or a small flow on-site sewage treatment system located on the real property, the health commissioner of the city or general health district or the commissioner's designated representative shall notify the owner, leaseholder, or assignee of the real property of the amount of the fee and any accrued penalties for late payment of the fee. The notice shall state, in boldface letters: "You have 30 days to object to the amount of the unpaid operation permit or inspection fee for your household sewage treatment system or small flow on-site sewage treatment system, as applicable, as designated in this notice, which may include accrued penalties for late payment of the fee. If you do not pay this amount as instructed herein within 30 days of receipt of this notice or object to this amount during that time period in accordance with the procedures set forth herein, the amount will be placed as a lien on your real property."

Proper maintenance of your sewage treatment system is important for the longevity of the system as well as protecting our groundwater. We appreciate your assistance and welcome any questions you may have concerning your system.

See our website at www.hockingcountyhealthdepartment.com/sewage-treatment.html for more information on our sewage treatment program and for additional resources on how to properly maintain your system.