

ASHTABULA COUNTY HEALTH DEPARTMENT
12 West Jefferson Street
Jefferson, OH 44047
Phone: 440-576-6010 x 3

**PROCEDURE FOR GETTING A SITE EVALUATION AND
PERMIT FOR A HOME SEWAGE TREATMENT SYSTEM :
(Applications will only be taken between 8:00 & 10:00 A.M.)**

1. Apply for the site evaluation at this office. A \$150.00 **non-refundable fee** for the site evaluation is to be paid in advance. You will need to present at time of application:
 - (1) **SURVEY MAP** supplied by one of the following: Survey drawings of proposed lot (new or lot split) from your Surveyor or Survey Map of existing lots dating back to 1997 from County Engineer's Office (576-2816) or Tax map of existing lots created prior to 1997 from Auditor's Office (576-3691);
 - (2) **CURRENT OR NEWLY CREATED DEED** available at Recorder's Office (576-3762);
 - (3) **LEGAL SURVEY DESCRIPTION (if applicable).**
2. Put tall stakes with flags at the front corners of your lot.
3. Stake out the four corners of your proposed house site. All stakes should be at least three feet or higher than any vegetation. Stake proposed sewage system location and proposed replacement area.
4. Health Department conducts site evaluation of proposed lot.
5. Following health department site evaluation of the proposed lot, property owner must submit to the Health Department a detailed site and soil evaluation of proposed lot prepared by a qualified site and soil evaluator.
6. Property owner must submit to health department a home sewage treatment system design report from a home sewage treatment system designer.
7. Health Department will review reports to determine if the home sewage treatment system design complies with home sewage treatment system regulations.
8. Wait for a reply. The Health Department will mail the inspection results to you.

**A SEWAGE TREATMENT SYSTEM SITE INSPECTION IS GOOD FOR FIVE (5) YEARS
FROM DATE OF ISSUANCE.**

A HOME SEWAGE TREATMENT SYSTEM PERMIT IS GOOD FOR ONE YEAR

Check with the Building Department for their requirements at (440) 576-3737