



**ASHTABULA COUNTY HEALTH DEPARTMENT  
12 WEST JEFFERSON STREET  
JEFFERSON, OHIO 44047  
440-576-6010 FAX 440-576-5527**

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**PERMIT PROCESS**

**Site Evaluation The hours are 8 - 10 a.m. for Sanitarian approval of paperwork for site evaluation.**

1. A \$150 non-refundable fee is required. Items required 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 Engineers 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) and if applicable, Legal Survey Description.

**A sewage treatment site evaluation is good for five (5) years from date of issuance.**

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 (3) 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. Property owner must submit detailed site and soil evaluation of proposed lot by qualified site and soil evaluator and a home sewage treatment system design report from a home sewage treatment system designer.
6. Health Department will review reports to determine if the home sewage treatment system complies with home sewage treatment system regulations.
7. Wait for reply. The Health Department will mail inspection results to you and requirements necessary to purchase further permits from this office.

**Home Sewage Treatment System Permits The hours are 8 - 10 a.m.**

1. A New home sewage treatment system permit will cost \$429. Replacement permit of an existing home sewage treatment system will cost \$354. Alteration Permit of an existing home sewage treatment system will cost \$315. The hours are 8 - 10 a.m. to have a home sewage treatment system permit drawn up.
2. You will need to provide a house number, zoning permit (if necessary), floor plans and a current deed if not provided at the time of the site inspection.
3. **Home Sewage Treatment System permits expire one year after date of issuance.**

**Well/Pond Permits The hours are 8 - 10 a.m.**

1. A well permit costs \$204. The permit can be issued to the home owner or the well driller. Please be sure that the well driller is not including the permit for you in his costs before you purchase one on your own. The hours are 8 - 10 a.m. to receive sanitarian approval.
2. Pond permits require additional drawings of pond layout which is necessary before issuing a permit.
3. The well/pond permit is good for one (1) year.

**Plumbing Permits The hours are 8 - 9:30 a.m.**

1. A residential permit requires a schematic drawing of all plumbing and venting to be completed in the home. The hours are 8 - 9:30 a.m. to receive plumbing approval for a permit.
2. Properties on sanitary sewers require tap-in permit.
3. The cost of the residential plumbing permit is \$75.00 for the permit and \$10.00 per fixture. The plumbing inspectors will do a fixture count from the schematic drawing provided.
4. The plumbing permit is good for one (1) year.

**A HOME SEWAGE TREATMENT SYSTEM PERMIT AND PLUMBING PERMIT ARE  
REQUIRED TO GET A BUILDING PERMIT**

August 1, 2017

