



Ashtabula County Health Department
12 West Jefferson St.
Jefferson, OH 44047
Phone: 440-576-6010 option 3
FAX: 440-576-5527

**PROCEDURE FOR GETTING A SITE EVALUATION AND
PERMIT FOR A HOME SEWAGE TREATMENT SYSTEM**

(Applications Accepted between 8:00 & 10:00 A.M. Only)

Apply for the site evaluation at this office in person. **The fee is \$150.00 and non-refundable.** Site evaluations must be paid in advance. Bring these following items with you to the office:

(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 not included in the deed).**

1. Put tall stakes with flags at the front corners of your lot.
2. Stake out the four corners of your proposed house site. All stakes should be at least three feet or higher than any vegetation.
3. Submit a detailed site and soil evaluation of the proposed lot prepared by a qualified soil evaluator.
4. Submit a Sewage Treatment System design report from a Home Sewage Treatment System designer.
5. Health Department will review reports to determine if the Home Sewage Treatment System design complies with Home Sewage Treatment System regulations.
6. Sewage system designer stakes out proposed sewage system location and replacement area.
7. Health Department conducts site evaluation of proposed lot.
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