



PROCESS FOR A HOME SEWAGE TREATMENT SYSTEM (HSTS) INSTALLATION PERMIT

1. An applicant completes the Logan County Health District (LCHD) "Site Review Application" form (which must be signed by the property owner) and pays the \$75 fee.
2. The LCHD "Building Review for Sanitary Approval Application" form may be required if the project involves new construction. If necessary, then it is also completed since it will be forwarded to the Logan County Building Authority after the sewage permit is issued.
3. If the applicant's property has not had a soil evaluation within the last five (5) years then a new soil evaluation is required.
4. A list of the Ohio Department of Health (ODH)-approved soil evaluators can be obtained from the LCHD office. The soil evaluation may require test holes dug by a backhoe during the evaluation. The applicant may also be required by the soil evaluator to call **811**, the Ohio Utilities Protection Service (OUPS), two working days in advance of the evaluation. The soil evaluator would then need the OUPS ticket number prior to the evaluation appointment.
5. The applicant will be required to submit a complete and accurate sewage system design created by a sewage system installer, architect, engineer, sanitarian or the applicant.
6. A list of ODH-registered sewage system installers is given to the applicant. If the applicant is also the property owner and wishes to install their own system, they must provide proof of passing an ODH-approved sewage system installer exam.
7. If required by the soil evaluator, the applicant arranges for a backhoe operator to meet the soil evaluator at the site at the agreed upon time.
8. A soil evaluation report is issued to the applicant stating whether or not the soil appears to be suitable for a sewage system and what options are available for approval.
9. After the soil evaluation report is completed, a sewage treatment system design plan must be created and then submitted to the LCHD. The plan will be reviewed by the LCHD if it includes all the information required by the Ohio Administrative Code.
10. After the sewage treatment system design plan is approved by the LCHD, the "Permit to Install or Alter a Sewage Treatment System" form is completed. Then after the \$350 fee payment is received, the sewage treatment system installation permit will be issued.
11. The Home Sewage Treatment System (HSTS) Operation Permit can be purchased for \$50 after the system receives its final inspection prior to it being covered.