

Howard County Health Department  
120 East Mulberry Street  
Kokomo, IN 46901-4657

## HOW TO REQUEST APPROVAL OF AN EXISTING SEWAGE DISPOSAL SYSTEM

Complete each of these steps as directed by the Howard County Health Department.

**1. Fill out the request form and return it to the health department.**

- a. If a septic permit can be located for the system and the following statements apply,
  - The proposed house will have the same number or fewer bedrooms than permitted.
  - The septic system has been in use within six months previous to the date of application and it has not malfunctioned.Include a copy of the permit with your request form and submit it to the Health Department.
- b. If a septic permit can be located and you would like to add on to the existing house or build a new residence that will have more bedrooms than the system is permitted for, go to number 4.
- c. If no septic permit can be located for the system, go to number 3.

**2. Have the septic tank pumped and inspected by a private septic hauler** and make your own visual inspection of the property for wetness that could indicate septic failure. If there is no indication of failure or major defects in the system, you may hook the new residence to this system. Keep in mind that septic systems are designed to last for about twenty years. It is recommended that you have a **soil profile analysis** of your property performed before adding on to your home or building a new residence. The soil analysis will give you an indication whether you have an appropriate site for a replacement system.

**3. If a permit or permit number can not be located for the septic system, the system must be qualified before you may change its usage.** This means it must be proven to meet Indiana State Department of Health Rule 410 IAC 6-8.1. To do this you must uncover the septic tank manhole cover, the distribution box and the end of each absorption lateral so length and depth of the absorption field can be measured by the health department. The septic tank must be pumped and inspected by a private septic hauler, and a report given to the health department. The health department can give you a general indication of what would be required to bring your system in to compliance with the Indiana State Department of Health Rule 410 IAC 6-8.1, however for the exact requirements a soil profile analysis is necessary, go to number 4.

*Warning- Most septic systems installed in the 1970's and 1980's are too small and installed too deep to meet today's codes. Many people have found that installing a new system is more economical than trying to update their old systems.*

- 4. Have a Soil Scientist prepare soil profile analysis.**
  - a. Select a private contractor from the approved ISDH list.
  - b. Meet the soil scientist at the site.
  - c. If you are trying to qualify your system, have soil borings done in the center of existing system and in areas where expansion would be possible.
  - d. If you are locating an area for a replacement system, have the soil borings taken in the areas that you would like to place a replacement system.
- 5. The health department will evaluate the Soil Scientist's soil profile analysis.**
  - a. Requirements of the system will be determined including the size and depth of the septic tank and absorption field.
  - b. The health department will contact you by mail with information regarding the changes that need to be made to the septic system.
- 6. Meet with a certified residential sewage disposal system installer to review plans.**
  - a. Complete the application form
  - b. Make decision on changes to be made.
  - c. Contractor must submit drawing of proposed changes and a material specification sheet.
  - d. Protect the system site to prevent damage to the soil.
- 7. After the above steps are completed and the fee paid, the health department may issue the PERMIT. Construction may begin after the permit is issued.**
- 8. The installer will notify the health department 48 hours (2 working days) prior to completion of work.**
- 9. Health department conducts final inspection of all system components prior to covering and orders correction or grants final approval of systems.**