

Homeowner's OSDS Check List
To Obtain Approval for a Residential On-Site Sewage Disposal System Permit

- ✓ Only **Approved** subdivisions and/or a Legal Lot of Record may apply for septic permits or receive guidelines
- ✓ Obtain an *application packet* from the Health Department (homeowner).
- ✓ Contract a Soil Scientist to prepare a soil evaluation (*soil profile analysis*).
You must choose from the list of certified soil scientists included with the application packet. Meet the soil scientist at the site. Soil borings must be done at the spot where the system will be located. At least one boring must be located within the absorption field.
- ✓ After dropping off the soil evaluation and application, the Health Department will evaluate the soil scientist's report and issue **minimum system specifications** to the homeowner or contractor.
- ✓ The homeowner selects a **licensed contractor** from the list included in the application packet. Only contractors licensed in Howard County may be used.
The contractor can give a firm bid with the *minimum system specifications*. The contractor, once selected, will submit a *site plan, system design sheet, plat plan, and elevations sheet* to the health department.
- ✓ The Health Department will review all of the submitted materials.
- ✓ After all of the above steps are completed satisfactorily, the permit may be issued or denied. Applications are reviewed on a first-in, first-out basis. No exceptions.
- ✓ You will be notified by mail or phone, as you direct, when the permit is completed.
- ✓ The installer should notify the Health Department prior to completion of the system installation, and is required to allow 2 working days, so that an inspection may be scheduled and completed prior to covering any part of the system.

The Health Department conducts a final inspection of all system components prior to covering, and orders corrections if needed, then grants final approval of the system. Even though the inspection may be conducted during installation, the homeowner is responsible for assuring that the installation is completed according to code, including the final soil cover of at least 12 inches. Failure to do so may result in punitive action. Landscape carefully in the area where the system is located.

As of March 1, 2004 the following permit fee schedule will apply:

New Construction	\$200	Site Visit (discretionary)	\$50
Replacement	\$50	Installers/Homeowners Test Fee	\$50
Repair	\$0		

This sheet is only a guideline a there may be more steps involved for some since every lot is different