

**Sewage Treatment System Permits:**

1. Permits may be obtained after site and soil evaluation have been completed for the lot and a design plan has been submitted and approved by the Health Department. If, at the time of the original lot evaluation, the lot was not in the present owner's name, the present owner will need to get a new tax map showing that the parcel is now deeded into the present owner's name (Portage County Administration Building, 3rd Floor - Tax Map Department - \$2.00). If at the time of the original lot evaluation, a parcel was being split into separate lots, a new tax map will be needed to show that the split has been completed. The tax map will be kept by the Health Department.
2. A house number is needed for the sewage treatment system permit. This may be obtained from the Tax Map Department – Portage County Administration Building - 3rd Floor. Sewage System Permits are not issued after 3:45 pm weekdays.
3. A copy of the building plans for the new dwelling must be provided for review at the time the permit is issued. These plans are for review only. We do not keep the plans, but we do date stamp our approval on them. The Building Department requires that stamp, so that set must be submitted to the Building Department when you apply for their permit.
4. The fees for sewage system installation permits are as follows:
  - Single Dwelling ..... \$675
  - Duplex ..... \$725
  - Triplex ..... \$725
  - Commercial ..... \$725

The fees for operation permits range from \$50 to \$150, depending on system specifications, and are renewed for a fee at a frequency specified on the permit and also determined by system design specifics. A sewage system installation permit is valid for one (1) year.

5. The permit may be obtained by the owner or the owner's representative (builder, sewage system installer, etc.). If a contractor will be installing your sewage system, they must be registered by our department.
6. Upgrade on an existing sewage disposal system – A tax map and application must be provided. Our office will need to know the name of owner, complete mailing address, township, and phone number. A site and soil evaluation and a layout plan must be completed and approved before a permit will be issued (see preceding two sections of this procedures listing.)