



Marion County Public Health Department
3901 Meadows Dr
Indianapolis, IN 46205
317-221-2270
Pre-Construction Checklist
New Home Construction on Septic Systems

A septic construction permit is required from the Division of Public Health for the construction and installation of a private on-site sewage disposal system for the construction of new homes (new construction building permit) and for any remodeling project that has a net get of 1 or more bedroom (or equivalent). This permit may be obtained by submitting an application, along with plans and specifications for the project, for review and approval. Upon approval, a fee of two hundred (\$200) dollars is then required to obtain the on-site sewage permit.

The following information will be necessary to consider a site for a septic permit:

Note: Upon review of the following information the health officer may request more information to determine the site's feasibility for a septic system.

1. **Location of the nearest sanitary sewer.** All avenues must be pursued for the connection to an available sanitary sewer. Please contact Citizens Energy Group's Business Call Center at 317-927-4328 for information. Up to three price quotes may be requested prior to further septic investigation.
2. **An on-site soil survey** must be performed at the location of a proposed absorption field by a certified, private soil scientist. These findings determine the soil's loading rate, glacial till depth, drainage characteristics, as well as the feasibility of allowing the absorption field in this area.
3. **One copy of the proposed floor plan** and layout of the home. If the bathtub(s) has a jetted whirlpool, one copy of the tub's specifications showing the gallon capacity is also required.
4. **One copy of a plot plan** detailing the specifications of the septic system and the site. This plot plan must be certified by an engineer, architect, or land surveyor with a current registration in the state of Indiana.

The subsequent information requested is the responsibility of the applicant and will be furnished at their expense. Upon receipt of this information or any new, subsequent information or design changes, a minimum of ten (10) working days will be required to make a determination on whether or not a permit shall be issued. All copies of the requested information will become the property of the Division of Public Health as a part of the permanent file.

Note: not all lots can meet Indiana State and Marion County Codes for new construction of on-site septic systems.

Soil Scientist's Report

1. Lot address and description
2. Diagram and size of lot.
3. Topographical survey.
4. Surface drainage characteristics and patterns.
5. Depth to seasonal high water table.
6. Location of site(s) bored.
7. General soil characteristics including soil type, depth (to 60"), horizon, texture, color, structure, consistency, and permeability.\
8. Land use and present vegetation.
9. Slope (percent, type, direction, and shape).
10. Depth to glacial till (or other limiting layer).
11. Landscape position.
12. Wetlands or other areas of environmental concern.
13. Observations and comments.
14. Flood plain and flood way designations.

Set of Architectural/Engineering Blueprints of Structure

1. Structural blueprints (which include room use, dimensions, patios, porches, and decks).
Note: A bedroom is defined as one or more of the following:
 - A. A room that may be used as a sleeping room.**
 - B. A room that has a closet or built-in storage.**
 - C. Any room that shares a common hallway with/or adjoins a bathroom.**
 - D. Any jetted tub with capacity greater than one hundred twenty-five (125) gallons.**
2. The following information may be required upon request, but **is not** required upon initial submittal.
 - a. Plumbing blueprints (including location of jetted tubs and sump pump pits).
 - b. Electrical blueprints.

Engineered Plot Plan

This is an overhead view of the proposed site plan. This plan should indicate the house and septic location, topography, easements, proposed building setbacks, and water supply location.

Septic System Design

Note: This should include a primary site and an alternative site for future use.

1. Total square footage of absorption area in system.
2. Tank size.
3. Dosing tank size (if applicable).
4. Effluent pump size, specifications, pump curve, and total dynamic head calculation.
5. Soil boring location(s).
6. Separation distances from:
 - a. Water supplies
 - b. Property lines
 - c. Other structures (which include homes, garages, swimming pools, tennis courts, driveways, etc.)
 - d. Drainage and utility easements
 - e. Ditches, creeks, streams, ponds, lakes
 - f. Perimeter or curtain drain from septic and dosing tanks, distribution box(es), and absorption trenches
 - g. Down side dispersal areas based upon the soil's loading rate and the percentage of slope
7. Contour lines (existing and proposed).
8. Cross section of absorption trench including width and depth of trench, existing and final grades, size and type of pipe, size, type, and depth of gravel/aggregate, and filter fabric barrier material.
9. Inverts on all ends of absorption trenches (no slope). Note inverts as flowline or bottom of trench.
10. Engineer, architect, or land surveyor map.

If subsurface drainage is required due to soil and/or topography characteristics or high ground water table depth, the following will also be required.

11. Approval of the surface drainage and subsurface drainage outlet by the City of Indianapolis, Department of Public Works, Drainage and Flood Control Division.
12. Cross section of perimeter drain trench including width and depth of trench, existing and final grades, size and type of pipe, size, type, and depth of gravel/aggregate.
13. Surface swale(s).
14. Rodent guard on subsurface drain outlet.
15. Inverts on any corners and outlet of subsurface drain.

This preliminary plan of the proposed system should be of reasonable scale for review and analysis, preferably 1"=20', 1"=30', or 1"=40'. Plans should conform to good draftsmanship, be readable, and free of excessive detail. The design specifications must comply with all state and county construction codes.

General Information

1. Once the sites are designated, no alteration of the soil will be allowed. This includes scraping, filling, and any vehicular traffic which causes compacting or any alteration of the existing topography.
2. Roping off the system site is required to protect it from any of the mentioned alterations. This includes the area 50 feet downslope of the proposed absorption field.
3. A mandatory pre-construction meeting is required at the site with the septic contractor prior to the installation of any part of the septic system. The builder and home owner may attend as well.
4. Any changes to the site plan, system site(s), or structures without prior notification to the Division of Public Health may result in the revocation of the septic permit, stop work order on the construction of the site, and/or possible fines up to \$2,500 as specified in The Code, Chapter 14, Health and Hospital Corporation of Marion County.
5. Subsequent to the revocation of a permit, a complete re-evaluation will be required to consider the re-issuing of a new private sewage disposal permit.
6. In the event the revocation of a permit, one has the right to a fair hearing upon written request. Please refer The Code, Chapter 21, Health and Hospital Corporation of Marion County, Article 8 for more information regarding the specific rights and procedures.