



## ***PROCEDURES FOR APPROVED SEPTIC SYSTEM INSTALLATIONS***

The application process for approved wastewater disposal on private property by means of a septic system involves regulations adopted by the Commonwealth of Kentucky in order to protect our ground and surface water supplies and avoid public health nuisances. The following steps must be initiated prior to any construction beginning on the property. This will allow the owner to find out site limitations, get prices on possible systems, and allow the property owner to meet the requirements of the Cabinet for Health Services.

- I. EVALUATION- NOTE: **BACKHOE PITS ARE REQUIRED—Homeowner must contact an individual to dig pits and contact Health Department for appointment or notification that pits are ready. A list of individuals that can dig pits for you is available upon request. Preferably, this should be completed within 15 days of the application date. It is the responsibility of the owner/contractor to contact 811 to have any utilities marked.**
- A. A building site is chosen for a house, mobile home, or commercial establishment.
  - B. An ONSITE SEWAGE DISPOSAL SYSTEMS APPLICATION FOR SITE EVALUATION (form DFS-319) must be acquired from the Local Health Center.
  - C. The application along with the following information must be presented to the Certified Inspector or in his/her absence, the health center clerk.
    - 1. Specific address and/or location of proposed site.
    - 2. Site drawing to show:
      - a. Locations of existing structures, wells, ponds, streams, easements, roads, drives, etc. if present.
      - b. Proposed or existing location of structure to be served by the system and proposed system location marked (area to be tested). Also mark any proposed alternate area.
    - 3. For residences: complete number of bedrooms, if a garbage disposal will be installed, and if the house will have a basement.  
  
For commercial: Information regarding type of business, number of employees, and shifts, type of plumbing fixtures proposed and related information must be included.
  - D. The required evaluation fee of \$230.00 must be presented to the health center clerk (Make checks/money orders payable to Three Rivers District Health Department). The health center clerk will return a copy of your application identifying the date and method of payment received.
  - E. If marked on application that you wish to be present for the site evaluation, the health department staff will contact you to set up a date and time.
  - F. The evaluation is conducted in coordination with backhoe or other type pits.
  - G. If the site evaluation results reveal that there is a “usable” area for possible septic system installation, the inspector will mark the area with flags and/or note on the evaluation form. The designated area is not to be disturbed by such action as grading, heavy equipment traffic, placement of building materials, or any related action. This

requirement is to prevent compacting and soil structure damage that could negatively affect the system ability to function. Any disturbance of the approved area in the manner described, could void the site evaluation. Normal mowing or bush hogging of the area would be allowed, unless otherwise stated in the writing by the Certified Inspector.

- H. The usable area will be drawn on the back of the original Site Evaluation form (DFS-321) by the Certified Inspector and returned to the person making the application. On the Site Evaluation report (DFS-321) the Certified Inspector will also list the soil characteristic findings and the minimum system options for the Owner and the Certified Installer. However, should the install or applicant have any questions regarding such information, simply contact the Certified Inspector.

## II. PERMIT TO INSTALL

- A. If the site receives a suitable or provisionally suitable overall rating, as listed on the Site Evaluation report (DFS-321), then an Onsite Sewage Disposal System Construction Application and Permit (DFS-307) may be filed with the Certified Inspector.
- B. Permit for DFS-307 must include a drawing of the proposed system layout and must have all appropriate questions answered.
- C. The required permit fee of \$250.00 must be presented to the health center clerk. (Make checks/money orders payable to Three Rivers District Health Department). The health center clerk will return a copy of your application identifying the date and method of payment received
- D. Approval of the permit will be contingent upon site evaluation findings regarding site characteristics and the system design proposal.

## III. FINAL APPROVAL

- A. The applicant must request an inspection by the Certified Inspector from the Health Department before any of the work is covered.
- B. The system must be installed in accordance with the approved permit specifications in order for final approval to be granted.
- C. Kentucky State Law and local electrical ordinance requires final approval from the Local Health Department before permanent electric hook up can be made.

### **THREE RIVERS DISTRICT HEALTH DEPARTMENT LOCAL HEALTH CENTERS**

**Carroll County**  
401 11<sup>TH</sup> Street  
Carrollton, Ky.  
41008  
(502)732-6641

**Gallatin County**  
102 West Pearl St.  
Warsaw, Ky.  
41095  
(859)567-2844

**Owen County**  
120 Progress Way  
Owenton, Ky.  
40359  
(502)484-5736

**Pendleton County**  
329 Hwy 330. West  
Falmouth, Ky.  
41040  
(859)654-6985