



Guidance for the Installation of New or Replacement Sewage Treatment Systems and for the Alteration of Existing Sewage Treatment Systems.

The purpose of this document is to layout the steps involved in the installation of new or replacement Sewage Treatment Systems (STS). If the homeowner or installer has questions at any step along the way, they are highly encouraged to contact the Clark County Combined Health District (CCCHD), Division of Environmental Health, at (937) 390-5600.

1. The initial step in the installation of a new or replacement STS, or for the alteration of an STS, when the alteration requires additions to or changes to the soil absorption area, is soil analysis. Alterations that do not require additions to or changes to the soil absorption area do not require soil analysis. Thorough soil analysis ensures that the new or altered STS will be able to both treat and disperse sewage for years to come. In Clark County, there are three categories of individuals that may perform soil analysis for the purposes of STS location and design.
 - a. A soil scientist or soil classifier certified by the Soil Science Society of America (SSSA) may perform the soil evaluation. A list of these individuals who work in Ohio may be found at: <http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/eh/STS/RES-SSSA.ashx?la=en>
 - b. A SSSA associated professional soil scientist that is supervised by a SSSA certified soil scientist may perform the soil evaluation. The list found at <http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/eh/STS/RES-SSSA.ashx?la=en> will contain these individuals as well as the individuals discussed in point "a", above.
 - c. Other persons, approved by the Director of the Ohio Department of Health may perform the soil evaluation. Lists of these "other persons" include soil professionals registered in other states (<http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/eh/STS/RES-SSSA-IND.ashx?la=en>) and soil professionals who demonstrate competence through the requirements of OAC 3701-29-07 (A)(5) (<http://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/eh/STS/RES-SE-OAC3701-29-07A5.ashx?la=en>).
2. If you are splitting a lot or lots off of a larger parcel of land for the purposes of creating building lots, the next step is to request a subdivision review from the CCCHD. The purpose of the subdivision review is to ensure that there is sufficient acreage and soils for the responsible development of the property or properties. When requesting a subdivision review, please refer to our subdivision review guidance document for specific requirements.
3. For all STS installations and alterations, a design for the installation or alteration must be completed by a person who is capable of reviewing the soil analysis, knowledgeable in the STS rules, and able to provide a complete design.

Specific requirements for STS designs can be found on our STS design guidance document.

4. Upon completion of the STS design, it is necessary that the CCCHD conduct a site review to ensure that the design will work for the space provided as well as for the soils found during soil analysis. Please be aware that the CCCHD requires up to 7 business days to complete a site review. In order to conduct the site review, the following items must be submitted to the CCCHD:
 - a. A site review application and necessary fee;
 - b. The completed soil evaluation, if required;
 - c. The completed STS design.

Please be sure that all required information and marking onsite is complete as the CCCHD reserves the right to charge an additional fee should the site review require more than one trip to the property. A site review is valid for five years from the date of approval, provided there are no changes to the site conditions or the STS design.

5. Once the site review has been approved, the installation or alteration permit must be purchased and approved prior to commencing work on the installation or alteration. The owner or their designated agent must submit an application for an installation or alteration permit and the associated fee to the CCCHD. If there is an approved site review on file for the property, the CCCHD will issue an installation permit or an alteration permit. The permit will contain requirements for the installation or alteration of a STS. Violation of the terms of the permit will result in suspension or revocation of the permit. This is also the time that the operation permit and inspection must be purchased.
6. With an approved permit obtained, the installer may commence the installation or alteration of the STS. A final inspection must be performed by the CCCHD before the system can be approved. Specific requirements concerning final inspections and associated documentation may be found on our STS final inspection guidance document.
7. Upon approval of your newly installed or altered STS, you will be enrolled in our operation and maintenance program. An operation permit will be issued for the first ten years of system operation. The CCCHD will make an inspection of your system within one year of approval of the installation or alteration to ensure proper operation of your system. Depending on the type of sewage treatment system that is installed, there may be requirements for additional inspections and maintenance by a registered service provider. Before the expiration of your initial operation permit you will need to apply for a new operation permit. Operation permits will include system specific requirements for the operation and maintenance of the system. Violation of the terms of an operation permit may result in suspension or revocation of the operation permit. Specific information concerning our operation and maintenance program can be obtained on your current operation permit or by calling the CCCHD.