

Sewage Treatment System Permit:

1. This permit may be obtained after site and soil evaluation have been completed for the lot and a layout plan has been submitted by the lot owner’s contractor 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. (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 amp will be kept by the Portage County Health Department.
2. A house number is needed for the sewage system permit. This may be obtained from the Tax Map Department – 3rd Floor. Septic Permits are NOT issued after 3:45pm 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 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/operation permits are as follows:
 - Single dwelling..... \$675.00
 - Duplex..... 725.00
 - Triplex..... 725.00
 - Commercial..... 725.00

The fees for maintenance permits range from \$50 to \$150, depending on system specifications.

A sewage system 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.).