



Delaware Public Health District
Division of Environmental Health

1 West Winter Street, 2nd Floor, P.O. Box 570, Delaware, Ohio 43015 Phone: (740) 368-1700 Fax: (740) 368-1736

Procedures for Obtaining a Permit to Install and Operate a Sewage Treatment System (STS) in Delaware Public Health District

1. Items needed before Health District involvement.
 - a. A Soil Evaluation is required for every lot. The soil evaluation must be completed and submitted to the Delaware Public Health District. This can be done by obtaining a Soil Scientist Report. It is your responsibility to contact the entity of your choice to provide the desired service. You are responsible for any fees associated with the soil scientist's report or backhoe work. Note: A soil evaluation may have already been completed. Contact the seller or Health District to inquire.
 - b. A to-scale design of the sewage treatment system must be completed and submitted to the Health District. Information required on the design can be found on the plan review checklists located in the sewage pages of Residential Services at www.delawarehealth.org. Examples of elements include but are not limited to locations of driveways, ponds, buildings, soil borings, and STS.
 - c. A house floor plan must be completed. Bedrooms must be labeled. For the purpose of the sewage treatment system design, any room with an egress window, closet, at least 70 square feet, and where a door can easily be placed will be considered a bedroom.

2. Application for site review and plan review.
 - a. An application must be completed. The application can be found in the sewage pages of Residential Services at www.delawarehealth.org. Along with this application, the soil evaluation, STS design, and floor plan must be submitted. Additionally at this time, the STS areas must be protected with a substantial barrier (commonly a silt fence). Site review cannot be completed until this barrier is in place. Damage to this area may result in disapproval. Fees for the site review and plan review will be due at this time.
 - b. A Sanitarian will then review all submitted paperwork including your to-scale design. Please allow 7-10 days for this review. The Sanitarian will work with the designer for any corrections and changes that are needed to meet rule requirements. Corrections may increase the time needed for approval.
 - c. The Sanitarian will then visit the site location. During this time the Sanitarian is looking for obvious limitations of the site and ensuring the protective fence has been installed.
 - d. Once the design and site are approved, the Sanitarian will contact the applicant to let them know a permit may be issued.

3. Application for a STS installation permit.
 - a. After the site/plan review process has been completed, a permit may be issued. A signed installation permit is required at this time with appropriate fee. An STS installation permit is valid for 1 year from the date of issuance.



Delaware General Health District Division of Environmental Health

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4. Construction/administrative approval of an STS installation permit.
 - a. After a permit is issued the installation of the STS may begin. Work must be completed by a Registered Installer. A list of Registered Installers is available on the sewage pages of Residential Services at www.delawarehealth.org. A homeowner may install their own STS, if specific registration requirements are met prior to installation. For more information contact the Residential Service Unit.
 - b. Construction approval is granted if the work performed on site matches the approved design plan and rules. Construction approval is utilized for approval of building cards, but does not guarantee final approval of the STS.
 - c. Administrative approval is the final approval of the installation of a STS. This approval is granted after all pertinent paperwork has been submitted by the Registered Installer.

5. Operation permit.
 - a. After an installation permit has been approved the STS enters the operation permit phase. Based on the type of system installed an operation permit is valid for either 1 or 5 years. Operation permits renew on January 31st. A webpage exists describing the types of systems and permit requirement in the sewage pages of Residential Services at www.delawarehealth.org. Operation permits are required for the life of the STS.

6. Renewing an operation permit.
 - a. To renew an operation permit, proof of maintenance is required during the permit period. This may be a maintenance record by a Registered Service Provider. A listing of Registered Service Providers is available in the sewage pages of Residential Services at www.delawarehealth.org. Once this paperwork is submitted, a renewal of the permit will be issued.