

Stark County Health Department

Septic System, Gray Water System and/or Privy Check List

Please use the check list to follow all the procedures below.
This will help to insure a prompt and timely septic permit issuance.

Check List ✓	Permitting Procedure for New Residential Building
	<u>Make application</u> at the Health Department and submit \$435.00 fee . Checks should be made payable to Stark County Health Department. This fee covers the application fee (\$420) and a house numbering fee (\$15.00) for the future issuance of a house number. Please note the following: you must have your parcel number to make application, and the Health Department does not issue the house number . The request is sent electronically to County House Numbering along with the approved design plan.
	<u>Contact a Soil Scientist</u> to have test holes dug and evaluated. The soil scientist will submit the report to the Health Department for the sanitarian to review. The sanitarian will do an on-site lot review upon receipt of the soils report.
	<u>The Health Department Sanitarian</u> will mail the results of the soil test and lot review to the applicant.
	<u>Contact a Designer</u> and meet them at the property to explain your wishes of the placement of your system. The designer will then prepare the plan.
	<u>Submit the design plan, a copy of the floor plans</u> . Design plan must be signed by: the designer, the general contractor, the registered installer, and the homeowner.
	<u>Health Department Review</u> will take up to 5 days, if there are no errors.
	<u>The septic, gray water, and/or privy permit is issued at this point.</u> The cost of the permit is \$850.00 for a septic permit. The permit must be signed by the homeowner (or their agent) at the time it is issued.
	<u>When the permit is issued, the owner will also receive a copy of the permanent house number slip.</u> This house number slip is to be taken to the Building Department along with a copy of the permit.
	Stark County Building Department 7235 Whipple Ave NW, Suite A North Canton, OH 44720 Phone 330-451-1770