

Delaware County Health Department

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Public Health
Prevent. Promote. Protect.

Guide to the Residential On-Site Sewage Disposal System Permit Process

These are the steps involved in installing or replacing a residential septic system in Delaware County

Step 1a. Soil Investigation - You must contact an IRSS certified Soil Scientist (a list of certified Soil Scientists that work in our area is listed below) to perform a soil profile analysis on your property. The soil scientist will set up a time to meet you at your property. The soil scientist will perform at least 3 or more soil borings in the location where you would like to place your soil adsorption field for your septic system. If this area proves unusable, then further testing will be required. **The proposed location of the new home is more flexible than the location of the proposed septic system. Ask your soil scientist where the best area for the septic system may be found. You may need to adjust the location of your new home.** The information from this soil profile analysis will be sent to you and to the Delaware County Health Department's On-site Sewage Disposal Program. **Be sure to locate ALL fresh water wells, either existing or new, including any neighboring water wells, to be sure they are greater than 50 feet from ANY part of the proposed septic system.**

Roster of Registered Soil Scientists for East Central Indiana*

Thomas F. Adams

Anderson, Indiana

(765) 609-7810

tfadams85@hotmail.com

Gregory W. Buckingham

Union City, Indiana

(765) 964-3323

gbuckingham@woh.rr.com

Dr. Jessi Haefl

Muncie, Indiana

(805) 459-2603

jessighezzi@gmail.com

Mark S. McClain

Carmel, Indiana

(765) 212-7645

mmcclain1313@gmail.com

Kris Green

Green Soil Consulting LLC

Dunkirk, IN

765-716-4903

greensoilconsultingllc@gmail.com

*This list consists of scientists that do most of the work in the area of Delaware County. A soil analysis can be conducted by any Registered Soil Scientist. The most up-to-date list can be found on the Indiana Registry of Soil Scientists website: <http://www.isco.purdue.edu/irss/roster.html>

Step 1b. You MUST clearly stake off and protect the location of the proposed soil absorption field and its surrounding area up to 10' on each side. Keep all traffic off of this area to protect it from compaction. Heavy trucks and equipment traffic will ruin this site and make it unsuitable for a soil absorption system. If trees are to be removed from the septic area, check out 410 IAC 6-8.3-74 (f) "...root balls may be removed provided the resulting excavation will not exceed the permit requirements for width and depth of a soil absorption trench..." For sand-lined systems, contact the manufacturer for guidance.

Step 1c. You MUST make sure that ANY part of the septic system is greater than fifty feet (50') from ANY private water well, including on neighboring property (and greater than 200' from ANY public water supply well).

Step 1d. If your property is located in the area that has been identified as the Recessional Moraine area of Delaware County (see below), it may require additional testing (N & NE part of Delaware County).

Delaware County Recessional Moraine			
	Township	Range	Sections
Delaware Township	21N	11E	1-24, 26-30
Washington Township	22N	9E	10-15, 23-24
Union Township	22N	10E	7-28
Niles Township	22N	11E	7-30, 32-36

Step 2. Apply for a Septic Application - Application is available from the Health Department and must be submitted along with the application fee of \$180.00 for a new home construction or \$70.00 for existing septic system repair or replacement. This fee is non-refundable. This is not the final septic permit. This application is good for two years from the date of issuance.

Step 3. Minimum Requirements - Once the Health Department has received the soil profile analysis and the septic application has been paid for, then the design specifications for the on-site sewage system will be sent to the property owner or his/her designee. (This is the document that you will need to take to various registered septic installers in order to get estimates.) This list is the minimum requirements only. You have the option to consider increasing the system components (such as a larger septic tank or more leach field).

Step 4. Septic System Design - A detailed system design must be submitted in writing to the Health Department for review. The design must meet and contain ALL specifications stated in the minimum requirements. Any plans not clearly showing all aspects of the minimum requirements will be returned for more information to be submitted. [In accordance with the Indiana Residential On-Site Sewage Systems Rule 410 IAC 6-8.3 the Health Department is entitled to not more than 45 days for review of submitted plans]. We review all plans in the order they are received.

Step 4a. Perimeter Drain Outlet Location - If your system requires a perimeter drain, an acceptable outlet must be found prior to receiving a septic permit. Acceptable outlets are: subsurface drainage tiles that are proved to be functioning properly and will be able to handle the additional drainage, natural water-course, a drainage ditch, a stream or a river. If a tile is to be used it must be excavated, proved to be open and free flowing and exact elevation obtained. The Health Department must verify the tile is functioning and has sufficient capacity. If the outlet for the subsurface drainage is NOT located on your property, an easement for the drain connection and any needed maintenance must be obtained and properly recorded before a permit will be issued.

Step 4b. Initial inspection – An onsite inspection shall be conducted by the Health Department to confirm all requirements have been met. Location should be clearly marked to match the submitted plans.

Step 5. System Permit - Once all requirements have been met up to this point, then a permit for the On-Site Sewage Disposal System will be issued and you may begin construction. **IF at any time there are changes made to the approved design, the Health Department must be contacted to approve the changes and amend the design on file prior to installation of the system.** The permit is good for one year from the date of issuance. **The \$70.00 permit fee is a separate fee from the application fee and is an additional cost.**

Step 6. Final Inspection - **Prior to completion of the installation of the on-site sewage system, the Health Department must be notified 48 hours in advance of completion of the system.** A final inspection is to insure the system was installed properly and all design specifications were met. **All components of the septic system MUST be left uncovered for the Health Department Staff to be able to measure and verify that all components meet the requirements of Rule 410 IAC 6-8.3.** If approved, the system can be covered and prepared for usage. If the final inspection fails, corrections must be made. If the corrections cannot be made, the system will fail final inspection and the permit will be revoked and the occupancy of the property denied until a new system is permitted and inspected. Information on the appeal process is available upon request.

Step 7. Approval For Use – Once final inspection has been conducted and all of the requirements have been met the Health Department will issue an approval for use letter. This letter will grant a final approval allowing the system to begin use.

Registered Septic Installers for Delaware County, Indiana

3D Company, Inc	(765) 288-3326	Muncie
A Crossland Excavating, LLC	(765) 748-1966	Muncie
Alliance Excavating & Demolition, Inc	(765) 883-1172	Russiaville
Bill Tressler Backhoe & Trenching	(765) 744-0399	Selma
Carver Construction	(765) 744-0839	Gaston
Central Indiana Plumbing dba Happy & Clean Septic	(765) 288-2782	Muncie
Chris Fear Junior's Septic Services, LLC	(765) 393-5498	Hartford City
Cobalt Civil, LLC	(765) 584-2866	Winchester
C & K Excavating and Septics LLC	(317) 498-9865	New Palestine
Davis Excavating Inc.	(765) 621-6582	Anderson
Delaware Construction & Landscape, Inc	(765) 747-8554	Muncie
Delaware County Home Builders, Inc	(765) 289-6328	Muncie
Delaware Septic Service	(765) 744-0862	Gaston
Earth Works	(765) 208-1515	Alexandria
Environmental Grid Solutions	(765) 716-1566	Rushville
G & R Excavating Inc.	(317) 750-1451	Sheridan
Gregory's Sewer & Drain Cleaning LLC	(765) 282-8052	Muncie
Hooper's Excavation & Demolition	(317) 416-2606	Arcadia
HPEC LLC	(765) 716-5821	Muncie

J & J Construction & Excavating	(765) 749-1450	Yorktown
JT's Trenching & Excavating	(765) 717-1598	Shirley
J Weatherly Ground Effects	(765) 468-7001	Farmland
KBL Transport, LLC	(260) 726-9564	Portland
Lewis Backhoe Service	(765) 749-0069	Albany
MadCo Excavating	(765) 204-3787	Anderson
Masters Gravel & Excavating	(765) 529-4356	New Castle
Meek's Plumbing & Septic Service	(765) 284-8000	Marion
Mr. Rooter Plumbing	(765) 288-2782	Muncie
Painter Creek Rental	(765) 354-2343	Daleville
Pritchett's Backhoe Service LLC	(765) 521-0559	New Castle
Reed's Plumbing, LLC	(765) 744-7950	Yorktown
Rooterman of Muncie	(765) 201-0771	Muncie
Smith Septic & Excavating	(765) 860-4227	Tipton
Steen Building Solutions	(765) 215-3486	Yorktown
Steven Fisher Excavating	(765) 499-0924	Hartford City
Stonebraker Excavating	(765) 730-2161	Muncie
The Ridge Group	(765) 282-3778	Muncie
Townsend Excavating	(765) 730-4684	Gaston
Watson's Excavating, Inc.	(765) 644-6743	Anderson
West Branch Express LLC	(937) 467-6185	New Madison
If your installer is not yet registered to work in Delaware County, please have them contact Jeni Honeycutt or Jeremy Pettigrew at the DCHD for assistance with registration.		

Septic Installer List revised 8/5/25 / JH

If you have any further questions, please contact;
Jeni Honeycutt, Environmental Health Specialist 765.284.3259 – jhoneycutt@co.delaware.in.us.
Jeremy Pettigrew, Director of Environmental Programs; 765.587.0662 - jpettigrew@co.delaware.in.us.

****In the future, if you change the use of the septic system by; 1) increasing the amount of use; 2) increasing the size of the home; 3) changing the generated waste from residential strength to industrial strength; or 4) by misrepresenting the information on the onsite sewage disposal system application; then you may need to increase the size and/or type of your onsite sewage disposal system to prevent failure. Failure to do so may result in plumbing backing up in the home or other possible sewage failures occurring.****