



# BROWN COUNTY HEALTH DEPARTMENT



## Steps on how to obtain a septic permit

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**NOTE:** All documents submitted to the health department must be under the property owner's name.

All required documents must be submitted on a maximum 8 ½ x 14" paper.

The health department will provide you with a list of soil scientists and Brown County certified septic installers.

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1. Contact a registered soil scientist to obtain a soil analysis of your property.
2. The soil scientist provides a copy of the soil analysis to the health department.
3. The health department creates a spec sheet based on the soil analysis.
4. Call the health department (812-988-2255) for a copy of the spec sheet. You will use the spec sheet to get quotes from septic installers.

Once you've chosen a septic installer, provide the following documents to the health department to apply for a permit:

- \_\_\_ **Application/Bedroom Affidavit** (Completed, signed and dated by the property owner)
- \_\_\_ **House plans** that show bedrooms, baths, kitchen, etc.
- \_\_\_ **Elevations** of the house showing number of stories, basement, etc.
- \_\_\_ **Property deed** (This is at the recorder's office)
- \_\_\_ **Plot plan** (This is at the surveyor's office)
- \_\_\_ A **layout (drawing) of your septic system** provided by your septic installer.

The cost of a permit is \$150 for pipe/gravel and \$250 for Presby or mound. Permits are good for one year.

If you believe your septic system is in need of repair, you will still need to contact a septic installer to find out if your system can be repaired or needs to be replaced.

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Brown County Health Department -- 812-988-2255 -- Monday through Friday, 8 am to 4 pm.  
The Brown County Health Department is at 200 Hawthorne Drive, Nashville IN  
The Recorder and Surveyor's office are at the  
County Office Building, 201 Locust Lane, Nashville, IN