



Monroe County Health Department

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STEPS FOR OBTAINING APPROVAL TO INSTALL A NEW, REPLACEMENT OR ALTERATION OF A HOME SEWAGE TREATMENT SYSTEM ON EXISTING LOTS

- 1. Complete a Soil Evaluation.** The evaluation must be conducted by a soil scientist or qualified individual (**see list included in packet**). The evaluator must provide the homeowner an accurate written evaluation that complies with the sewage rules. Soil evaluation may be waived on replacement systems that have very limited space for a system and must install a discharging system or for systems requiring only a tank replacement.
- 2. Obtain a Physical Address.** A physical address will need to be obtained through the Monroe County EMA. (**Information is included in packet**)
- 3. Have a Household Sewage Treatment System Designed.** Monroe County Health Department does designs for standard Household Sewage Treatment Systems or tank replacements. If homeowner chooses to use another designer other than the Health Department, then homeowner can do so.
- 4. Complete Site Review.** The Site Review application form must be accurately filled out and be submitted with the soil evaluation, the design plan (if designed by someone other than Health Department), a copy of the house floor plan, a copy of the current plat map. (**Application included in packet**)
- 5. The Monroe County Health Department will contact applicant once Site Review and Design have been approved. A meeting will be scheduled to review HSTS with applicant and complete an application to obtain an installation, replacement, or alteration permit.**
- 6. Obtain Installation/Operation Permit.** Once proper permit is obtained, HSTS can be installed by a Registered Installer. (**See list included in packet**)