



Health
Department

Environmental Health Services Division
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**PROCEDURES FOR OBTAINING AN ONSITE SEWAGE DISPOSAL PERMIT
FOR NEW CONSTRUCTION**

1. An acceptable soil evaluation must be completed prior to obtaining an onsite sewage disposal permit. *Refer to the "Procedures for Obtaining a Soil Evaluation".*
2. An **accurate** and **complete** request for an onsite sewage disposal permit must be submitted along with the appropriate fee at our EH Portal: <https://health.macombgov.org/ehportal>
3. The property tax I.D. and legal description and/or survey shall be submitted with the application.
4. A site plan must be uploaded to the portal with the permit request. Site plans must be professionally prepared and dimensioned (a scale of 1 inch = 20, 30, or 40 feet is preferred). The following must be shown on the site plan:
 - ◆ Property boundaries
 - ◆ Abutting streets and road right-of-ways
 - ◆ Location and dimension of easements
 - ◆ Location of existing buildings(s)
 - ◆ Location and dimensions of all proposed building(s) and driveways(s)
 - ◆ Location of proposed onsite sewage disposal system and reserve area
 - ◆ Location of wells (existing and proposed) on this and adjoining properties
 - ◆ Location of underground utilities (existing and proposed) i.e. water, gas, etc.
 - ◆ Physical features (ponds, streams, etc.)
 - ◆ The legal description of the property must be on the site plan
 - ◆ House and lot contour elevations (existing and proposed) must be shown
 - ◆ Existing and proposed final elevations of the tile field and tile field invert must be shown
 - ◆ All elevations must be accurate for current lot conditions (assumed or actual elevations)
 - ◆ Benchmarks must be located reasonably accessible to the site
 - ◆ Soil profiles are required to be shown on the plans in some instances

Upon receipt of this information, this Department can proceed to process your permit application.