

# Jackson County Health Department

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[www.jacksoncountyhealth.org](http://www.jacksoncountyhealth.org)

## ON-SITE SEWAGE SYSTEM PERMIT

### **New Construction – Replacement – Repair – Reconnection**

1. Contact the Jackson County Health Dept. (JCHD) for information or stop by to complete an application. (\$35.00)  
(Fee covers site evaluation, current system inspection, soil report analysis and system specs as they apply)
2. *New or Replacement* systems: Schedule an on-site appointment for a soil evaluation with a local Soil Science Consultant from the provided list. The Soil Scientist will contact the JCHD to coordinate the site evaluation along with soil survey.  
(Site should be cleared / mowed of excess weeds, brush, crops. etc. – DO NOT grade, fill or remove stumps)  
*Repair or Reconnect*: Schedule an appointment for a preliminary site evaluation and /or inspection with a Jackson County Health Department Environmentalist.
3. Provide a copy of the floor plan(s) for all levels of the house / building(s) to the JCHD.  
(Required before specifications will be issued)
4. Provide a copy of the survey and/or plat plan and legal description to the JCHD.  
(quick-claim deed, etc) (This step is required before a permit can be issued later in the process)
5. After completing the above steps, you will receive an ‘On-Site Sewage System Spec Sheet’ and design plan after we have received the soil evaluation for your new or replacement system.  
(This packet will include type and size of system along with any other system options)
6. Contact a septic system installer of your choice that is registered in Jackson County (see list). They should be able to provide you with an estimate and can complete the provided On-site Septic System (OSS) Design Submittal.
7. *Permit for New or Replacement* system: After your OSS Design Submittal has been received, approved, and all paperwork has been submitted, the JCHD will print your On-site Sewage System Permit (permit fee \$100.00)  
*Permit for Repair or Reconnection*: The \$35.00 application fee includes this permit
8. Mow/bush hog site if needed. **Do not disturb site otherwise!** (NO earth moving, stump removal etc.) Rope-off area to protect it from any construction traffic.

**Note:** Missed steps or changes could cause delays in the permit being issued, revoked, and/or possibly rendering the information provided: **VOID**. Construction of your ‘On- Site System’ shall not begin until your permit has been issued and soil conditions are suitable.

You are now ready to apply for your building permit at Planning & Zoning

**All fees are non-refundable.**

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