



SEWAGE POLICY AND PROCEDURE

Sewage inspections will be completed upon complaint, upon request, or upon a new installation.

1. Complaint

- a The health department will investigate formal complaints
- b If the complaint is not valid, correspondence will be made with the complainant stating that the inspection never revealed a problem.
- c If the complaint is valid, correspondence will be made with the system owner specifying the problem and a time limit for the repair or replacement of the system.
- d If the system owner has not taken corrective action after three notices, the complaint will be referred to the State's Attorney for prosecution.

2. Request

- a An inspection will be made upon request.
- b If system deficiencies are noted, correspondence will be made with the system owner specifying the deficiencies and providing information on needed repairs.

3. New Installations

- a Anyone installing either a new or revising an existing septic system requires a permit before the installation.
- b Upon notification, an application will be sent to the client.
- c Upon receipt and review of the completed application, either a permit will be issued or the applicant will be advised of necessary changes.
- d Installation of new systems will be monitored.