



David Ash, County Administrator

Health Department

The County Code Article III Section 143 Recordation of Onsite Sewage Disposal Permit Limitations was amended effective November 20, 2007 (attached). The following details the forms to use and the process for recordation depending on the permit type requested.

If the applicant requires a...	Then, the applicant . . .
Operations Permit. . . Refer to Section 143-15	<ol style="list-style-type: none"> 1) Obtain a copy of Notice of Onsite Sewage Disposal Limitations (attached) 2) Attach a copy of the Operations Permit (from the Health Department) 3) Check the box on the form indicating that the Operations Permit is attached 4) Sign and Notarize the form 5) Record in the Circuit Court within 10 days of issuance
Certification Letter... Refer to Section 143-16	If you are issued a Certification Letter from the Health Department – record in the Circuit Court
Approval from Health Department for Subdivision Certification Letter... Refer to Section 143-16	<ol style="list-style-type: none"> 1) Obtain preliminary approval for subdivision from Planning Commission 2) Apply for Certification Letters from Health Department 3) Obtain final approval for subdivision from Planning Commission 4) Record subdivision plat 5) Receive Certification Letters from Health Department 6) record Certification Letters in the Circuit Court
If the file search reveals that a record for the Onsite Sewage Disposal System for the property does not exist... Refer to Section 143-20	<ol style="list-style-type: none"> 1) Obtain a copy of Notice of No Sewer Permit Availability 2) Sign and Notarize the form 3) Attached the completed File Search of Records 4) Record in the Circuit Court