

# Jackson County Environmental Health

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## APPLICATION REQUIREMENTS FOR RESIDENTIAL SEPTIC SYSTEM PERMITS

*Note: Additional documents may be required by the Health Department as deemed necessary.*

### ***Incomplete Applications Will Not Be Accepted***

- ❑ Completed “**Site Evaluation Request**” form, including sketch of proposed site layout with building dimensions. Incomplete forms are not accepted.
  
- ❑ An original red-stamped and signed “**Level 3 Soil Report**” conducted by a state certified soil classifier. Photocopies and emailed copies are not accepted. For lots located in a recorded subdivision, check with our office to see if we have one on file.
  
- ❑ A copy of the “**Recorded Plat**” must be submitted for individual lots not located in a recorded subdivision.
  
- ❑ The four corners of all proposed buildings must be **Staked Out** prior to our evaluation. Please indicate on the Site Evaluation Request Form the date by which the building will be staked out.
  
- ❑ All **Fees** must be paid prior to our evaluation. Please check with our office for the current fee schedule. We accept check or card, but NO cash.
  
- ❑ A **Site Plan** or **Level 4** soil report may be required for certain applications, as well as other documents deemed necessary by the department. Additional fees may apply.