

Marion County Health Department

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Marion County On-Site Sewage Disposal System Permit Procedure

1. Complete the On-Site Sewage Disposal System Permit Application. The application can be obtained at the Marion County Health Department (MCHD) or downloaded from the MCHD website. Once the application is submitted and the \$200 permit fee paid the applicant will be contacted to schedule an on-site visit at the proposed site. **DO NOT** start construction until a site visit has been conducted as you may disturb the only site that could be suitable for your disposal system. Payment can be in the form of MO check, cashier's check, money order or cash.
2. Contact a registered soil scientist to conduct a soil evaluation test at the proposed site. A copy of the results will be provided to the MCHD and the on-site sewage disposal system will be sized according to the soil absorption rate. A list of registered soil scientists can be obtained at MCHD or downloaded from the MCHD website. A soil evaluation may not be necessary if installing a lagoon.
3. Choose an installer who is on the list of registered on-site sewage disposal system installers. The list can be obtained at MCHD or downloaded from the MCHD website. A homeowner can install their own on-site sewage disposal system. On-site sewage disposal systems shall be installed according to MCHD On-Site Wastewater Treatment Systems Ordinance #79-061295 and the State of Missouri Minimum Construction Standards for On-Site Sewage Disposal Systems 19 CSR 20-3.060.
4. Once the soil tests have been conducted, and site visits complete the on-site sewage disposal system will be sized accordingly. The installer will then be contacted and shall submit plans of the proposed on-site sewage disposal system to MCHD.
5. Copies of the completed application, soil test, on-site sewage disposal system plans and the MCHD On-Site Sewage Disposal System Permit will be given to the applicant.
6. Notify the Marion County Health Department prior to beginning installation of the system. Unless rain is imminent, do not backfill a system until it is inspected or authorization is received from the Marion County Health Department. If authorized to backfill and the system is covered before components are inspected, the installer will be required to provide written and signed certification that the system was installed according to MCHD On-Site Wastewater Treatment Systems Ordinance #79-061295 and the State of Missouri Minimum Construction Standards for On-Site Sewage Disposal Systems 19 CSR 20-3.060. **If notification is not provided, the system will not be approved and the installer may be required to uncover the system for inspection.**
7. Neither the MCHD nor the Board of Review guarantees that permitted systems will function as designed and are not liable for damages.
8. An On-Site Wastewater Treatment System Owner's Manual distributed by the Missouri Department of Health and Senior Services can be viewed and downloaded at:
<http://health.mo.gov/living/environment/onsite/pdf/SystemOwnersManual.pdf>

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