



PERMIT APPLICATION INSTRUCTIONS

HEALTH DEPARTMENT REQUIREMENTS FOR WATER SUPPLY SYSTEMS, SEWAGE TREATMENT SYSTEMS, AND SOIL EVALUATIONS

Please follow the instructions below when completing your application for an on-site water supply and sewage treatment system permit.

1. Complete all areas of application except yellow area labeled "Office Use", then sign.
2. Include the parcel number (Tax I.D. number) and the street address of the property. The parcel number can be obtained from your tax bill. **(INCOMPLETE APPLICATIONS WILL BE RETURNED).**
3. Complete a site plan area drawing on the permit application; be sure to identify well(s) and septic system(s) within 50 feet of the property. Also, write directions to and/or description of the property.
4. Flag your property to mark the location of the driveway and proposed location of the well and septic system prior to submitting your application. If the property is not flagged, you will be contacted by the sanitarian and a re-inspection fee must be submitted to the health department prior to the site visit.
5. Add contractor information in the appropriate field if you have selected one.
6. Submit the required fee with the application. Make checks payable to District Health Department #10 or DHD#10. **(APPLICATIONS WITHOUT A FEE WILL BE RETURNED).**
7. Send/E-mail the completed application (with payment) to the county office that the permit will be issued from. Office locations/Email addresses are listed on page 2 of the application.
8. Payment Options:
 - A. Mail in application with check made out to DHD #10
 - B. Email application and pay with credit card* over the phone
 - C. Pay with credit card* on-line on the DHD#10 website, email the application and receipt
9. It is necessary under Public Act 174 that utility lines also be marked prior to the site visit. This service is provided by Miss Digg. A locate request needs to be placed at least 3 business days prior to but no more than 14 days before the scheduled visit. Requests may be submitted by calling 811 or 1-800-482-7171; or online at www.missdig.org.

Once the properly completed application and fees have been received, a sanitarian will perform a field investigation to determine soil suitability and other factors pertinent to compliance with health code standards. It is not necessary for you to be present at the time of the site investigation. If conditions are favorable, a permit will be mailed to you. If you have any questions regarding this process, you may call or contact our office in person between the hours of 8:00 a.m. - 4:30 p.m. (8:30 a.m. - 5:00 p.m. for Mecosta County)

CRAWFORD COUNTY

501 Norway Street
Suite #1
Grayling, MI 49738
(989) 348-7800

KALKASKA COUNTY

625 Courthouse Drive
Kalkaska, MI 49646
(231) 258-8669

LAKE COUNTY

5681 S. M-37
Baldwin, MI 49304
(231) 745-4663

MANISTEE COUNTY

385 Third Street
Manistee, MI 49660
(231) 723-3595

MASON COUNTY

916 Diana Street
Ludington, MI 49431
(231) 845-7381

MECOSTA COUNTY

14485 Northland Drive
Big Rapids, MI 49307
(231) 592-0130

MISSAUKEE COUNTY

6180 W. Sanborn Road
Suite #1
Lake City, MI 49651
(231) 839-7167

NEWAYGO COUNTY

PO Box 850
1049 Newell Street
White Cloud, MI 49349
(231) 689-7300

OCEANA COUNTY

3986 N. Oceana Drive
Hart, MI 49420
(231) 873-2193

WEXFORD COUNTY

521 Cobb Street
Cadillac, MI 49601
(231) 775-9942



www.dhd10.org



[facebook.com/DHD10](https://www.facebook.com/DHD10)

***Processing Fees Apply**

OTHER PERMITS

Each location is a specific site and may require other permits not warranted by this department. These include but are not limited to: township zoning permit, soil and erosion permit, wetlands permit, driveway permit, etc. Please contact the appropriate agency for these determinations.

MINIMUM ISOLATION DISTANCE REQUIREMENTS		
ISOLATION FROM SEPTIC TANK		DISTANCE DRAIN BED **
Property Line	5 feet	10 feet
Basement Wall	10 feet	10 feet
Lake or Stream	50 feet	100 feet
Bank or Drop Off	10 feet	15 feet
Residential Well Only	50 feet	50 feet
Non-Community Well	75 feet	75 feet
Water Line	10 feet	10 feet
Swimming Pool	10 feet	10 feet

**The ZONING REQUIREMENTS OR RESTRICTIVE COVENANTS, OR RIVER ZONING MAY require greater distances, as well as requirements from other commercial facilities.

**DISPOSAL METHODS other than a drain bed may require greater isolation distances.

PLEASE SHOW THE FOLLOWING ON YOUR SITE PLAN

- A. The location of any existing building, wells, or sewage disposal facilities on the property, or on adjoining property if closer than 50' from your property.
- B. Show the location of the proposed new buildings, wells, sewage systems, drive ways etc. Identify well(s) and septic system(s) within 50 feet of property line.
- C. Please indicate any easement, utility lines, lakes, streams, ponds, etc.
- D. Indicate distances between wells and septic tanks, disposal fields, property lines, lakes, rivers, streams, drop offs, etc. and adjoining property within 50 feet of this site.
- E. Please show the measurements of the width and depth of your property and indicate how many acres therein.

YOUR SITE PLAN DRAWING SHOULD BE LEGIBLE AND RESEMBLE THE EXAMPLE SHOWN BELOW.

EXAMPLE OF PROPERLY COMPLETED SITE PLAN

Site Plan

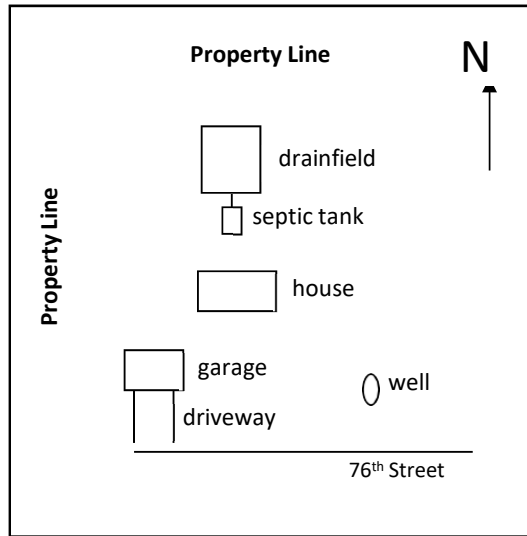
Show as much detail as possible on the site plan.

Please Include:

1. Prominent landmarks on or nearby the site (surface waters, fences, large trees, buildings, neighboring houses, etc.
2. Site boundaries
3. Show location of buildings and drives.
4. Show location of well and/or sewage treatment system.
5. Indicate North

Map to Property
(Closest major cross road/streets)

A diagram showing a central rectangle labeled 'Site'. To its left is a vertical line labeled 'West' and to its right is a vertical line labeled 'East'. Above the site is the word 'North' and below it is 'South'. A horizontal line labeled '76th Street' is positioned below the 'South' label, intersecting the 'West' and 'East' lines.



Indicate Scale (Square X Ft.)

Directions to and/or description of property. Follow M37-south of Baldwin and travel to 76th Avenue. Turn right and trave 1 ½ miles – site of north side of road

I, the owner or the owner's representative, agree to allow the representative of the District Health Department #10 access to the described parcel to perform necessary test, and observations. The above information is true and correct to the best of my knowledge, I agree to install any permitted water supply and/or sewage treatment facility in accordance with the District Health Department #10 Environmental Health Code and applicable State Law.

John Doe January 31, 2021
Signature Date

**District Health Department #10
Environmental Health
Fee Schedule**

PROGRAM/PROVIDED SERVICE	Effective: January 1, 2025
SEPTIC PERMIT (Residential)	
Residential (Evaluation without a backhoe)	\$330
Residential (evaluation with a backhoe)	\$180
Re-Inspection/Re-Evaluation Fee	\$100
Septic Tank Only	\$80
Vacant Land Evaluation (without a backhoe)	\$230
Vacant Land Evaluation (with a backhoe)	\$140
SEPTIC PERMIT (Commercial)	
Commercial < 1000 gallons (without a backhoe)	\$330
Commercial <1000 gallons (with a backhoe)	\$180
Commercial > 1000 gallons (without a backhoe)	\$400
Commercial > 1000 gallons (with a backhoe)	\$250
WELL PERMIT	
Private/Type III	\$180
Type II	\$350
Type II Level 2 Assessment	\$180
WATER LABORATORY	
Bacterial Sample	\$20
Nitrate Sample	\$20
MORTGAGE EVALUATION	
Septic & Well Evaluation	\$275
Septic OR Well Evaluation ONLY	\$180
Water Re-Sampling	\$25 + laboratory costs
Point of Sale Report Review	\$40
BUILDING PERMIT APPROVAL (BPA)	
Office & Field Review	\$75
Office Review Only	No Charge
ADMINISTRATIVE FEES	
Informal Hearing	\$150
Appeals or Formal Hearing	\$400
Permit Renewal/Transfer	\$30
Management Re-Evaluation	\$100
Plan Review – Subdivision/Condo	\$450 + \$25/site <i>(site fee waived for storage units)</i>
CAMPGROUNDS	
Annual Inspection	\$120
Temporary Campground Inspection (Local Fee)	\$60 + \$0.25/over 50
Temporary Campground License (State Fee – As Follows)	
TEMPORARY CAMPGROUND FEE SCHEDULE FOR 2024 (State Fee Amount)	
Campground with 5-25 sites	\$109
Campground with 26-50 sites	\$146
Campground with 51-75 sites	\$184
Campground with 76-100 sites	\$221

**District Health Department #10
Environmental Health
Fee Schedule**

Campground with 101-500 sites	\$330	
Campground with >500 sites	\$734	
HHS INSPECTIONS		
Full Inspection	\$250	
Partial Inspection (Septic & Well Only)	\$180	
Water Re-Sampling	\$25 + laboratory costs	
OTHER FEES		
Sewage Contractor License	\$30	
Tanning Facility License	\$60, one bed only \$40	
Swimming Pool/Spa Inspection Fee	\$80/each	
Randon Kits	\$10	
Body Art Plan Review	\$300	
Body Art Annual Inspection	\$200	
Body Art Temporary Event	\$200	
FOOD SERVICE		
Fixed Food Service	\$450	
Seasonal (9 months or less)	\$330	
Incidental** <i>Menu limited to popcorn, hot-dogs, hand-dipped ice cream, fountain pop, coffee, soft pretzels, and satellite facilities with no food preparation**</i>	\$180	
Transitory (<i>Fee set by the State</i>)		
License	\$155	
Inspection	\$90	
Mobile	\$135	
Mobile Commissary	\$100	
Food Law/Code Variance Application	\$400	
FOOD SERVICE – TEMPORARY	Regular Fee	Application less than 7 days prior to event
Fee Exempt	First 2 permits free, \$60 afterward	\$60
Non-Profit	\$60	\$120
Profit	\$100	\$200
PLAN REVIEW		
Fixed or Seasonal Facility	\$400	
Change of Ownership	\$150	
Consultation for Approval of New Menu/Procedures	\$150	
Re-Inspection Fee	\$150 – <i>Double Fee after 30 Days</i>	
Late Fee for Annual License	Double fee after 30 Days	
Food Certification Class	\$175	
Re-Examination Only	\$100	
Food Processing Fee	\$150	
Senior Meal Site (Council on Aging)	No Charge	



District Health Department #10

Healthy People, Healthy Communities

NOTICE

Beginning in 2019, District Health Department #10 will be encouraging the use of backhoes for soil evaluations instead of hand augers.

The purpose of the change is to allow for better determination of soil types and seasonal water table. In addition, the agency is now required by the state to evaluate the soils down to 7 feet, which is deeper than our hand augers.

We are adjusting the fee for a septic permit if a backhoe is provided in order to assist with the additional cost.

If you will be using a backhoe, please do the following:

- 1) Anyone with a backhoe can be contacted. It does not have to be a licensed sewage contractor.
- 2) It is best if the backhoe operator contacts the sanitarian directly and schedule a time for the soil evaluation.
- 3) **DO NOT** dig the holes in advance. Soil pits are dangerous. Children and pets may fall into the pits and become seriously injured. The soil pits must be dug and covered when the sanitarian is present.
- 4) Please mark the location of all electrical, phone, gas, etc. It is easy to damage utility lines if we do not know where they are. If there are gas or electrical lines in the proposed area, it is recommended that you contact MISS DIG (1-800-482-7171) and have the locations marked prior to the backhoe cut.

