



"Dedicated to Your Health"

Delaware General
Health District

Delaware General Health District

Steps for obtaining a sewage permit

1. First step is a soil evaluation request. Applicant has choice of DGHD or private company for a soil evaluation. A list of soil evaluators and system designers can be provided.

2. If DGHD is performing the soil evaluation, fill out a soil evaluation application form. A backhoe and operator **MUST** be provided by the requestor at the site at the time of the soil evaluation. The lot must be staked and property lines clearly marked. The following must be provided on a scaled site drawing:

- (a) The dimensions of the lot or the proposed lot;
- (b) Locations of any existing dwellings and/or structures and any proposed dwellings and/or structures if known;
- (c) Location of any site disturbances, existing driveways and other hardscapes, and proposed hardscapes or related site disturbances if known;
- (d) Location of all private water systems and surface water features on the lot and within fifty feet of the lot boundary, or within fifty feet of the locations specified in paragraph (B)(3) of this rule; and
- (e) North orientation arrow.

When the soil evaluation is completed by either the DGHD or a private company, the report is given to a designer or installer (whichever applicable) for preparation of a layout or design plan.

3. The layout or design plan, the soil evaluation and the site/plan review application form is then submitted to DGHD for review. Minimum specification requirements for layout and design plan are described in rule 29-09.1. If minimum specifications are met, staff conducts site review with the submitted information and reviews plans to assure all information and plans comply with rules. The lot must be staked and property lines clearly marked. Primary and secondary areas must be protected from disturbance.

4. Site review is approved. Sanitarian informs client that the permit can be issued.

Permit to install must be issued within 1 year of site review approval.

5. The applicant purchases the permit and assures (initials proper section on permit) that it will be installed in accordance with the approved site review.

6. Permit is issued. It is valid for one year. Clerk will give 1 copy of the permit to the purchaser along with one copy of the approved plan.

