



## 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](http://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](http://www.dhd10.org)



healthdept10

**\*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.

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

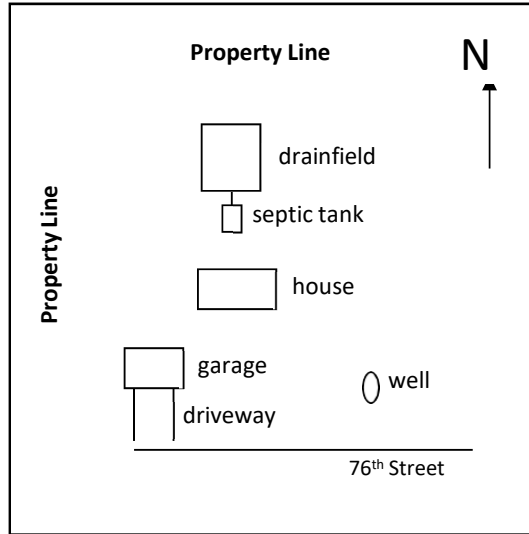
Show as much detail as possible on the site plan.

*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 rectangular box labeled "Site". To the left of the box is the word "West", to the right is "East", above is "North", and below is "South". A horizontal line labeled "76th Street" is drawn below the "Site" box, intersecting the "West" and "East" labels.



Indicate Scale (          Square X          Ft.)

Directions to and/or description of property. Follow M37-south of Baldwin and travel to 76<sup>th</sup> 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 Fee Schedule  
Environmental Health**

<b>PROGRAM/PROVIDED SERVICE</b>	<b>Effective: January 1, 2022</b>
<b>SEPTIC PERMIT (Residential)</b>	
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
<b>SEPTIC PERMIT (Commercial)</b>	
Commercial < 1000 gallons (without backhoe)	\$330
Commercial <1000 gallons (backhoe)	\$180
Commercial > 1,000 gallons (without backhoe)	\$400
Commercial >1000 gallons (backhoe)	\$250
<b>WELL PERMIT</b>	
Private/Type III	\$180
Type II	\$350
Type II Level 2 Assessment	\$180
<b>WATER LABORATORY</b>	
Bacterial sample	\$20
Nitrate sample	\$20
<b>MORTGAGE EVALUATION</b>	
Septic & Well Evaluation	\$275
Septic Or Well Evaluation Only	\$180
Water Re-sampling	\$ 25 plus laboratory costs
POS Report Review	\$40
<b>BUILDING PERMIT APPROVAL (BPA)</b>	
Office & Field Review	\$ 75
Office Review Only	No Charge
<b>ADMINISTRATIVE FEES</b>	
Informal Hearing	\$150
Appeals or Formal Hearing	\$400
Permit Renewal/Transfer	\$ 30
Management Re-Evaluation	\$100
Plan Review – Subdivision/Condo	\$450 + \$25/site (site fee waived for storage units)
<b>CAMPGROUNDS</b>	
Annual Inspection	\$120
Temporary Campground Inspection (local fee)	\$ 60 + \$0.25/site over 50
Temporary Campground License (state fee)	** See fee schedule (bottom right)

<b>HHS INSPECTIONS</b>	
Full Inspection	\$250
Partial (Septic and well only)	\$180
Water Re-Sampling	\$ 25 plus laboratory costs
<b>OTHER FEES</b>	
Sewage Contractor License	\$ 30
Tanning Facility License	\$ 60, one bed only \$40
Swimming Pool/Spa Inspection Fee	\$80 each
Radon Kits	\$ 10
Bacterial Water Sample	\$20
Nitrate Water Sample	\$20
Lead Test for Water	\$ 30
<b>FOOD SERVICE</b>	<b>FEES Effective 1-1-2022</b>
Fixed food service	\$450
Seasonal (9 months or less)	\$330
Incidental **	\$180
Transitory *Fee set by the state	
License	\$155
Inspection	\$90
Mobile	\$135
Mobile Commissary	\$100
<b>TEMPORARY</b>	
For Profit	\$100
Non-Profit	\$60
No Charge/Donation Only	First 2 permits free, \$60 afterward
Application less than 7 days prior to event	\$60 additional fee
<b>PLAN REVIEW</b>	
Fixed or Seasonal Facility	\$400
Review/Consultation for approval of new menu/procedures	\$150
Re-Inspection Fee	Double fee after 30 days
Late Fee for annual license	\$150
Food Certification Class	\$150
Food Processing Fee	\$150
Senior Meal Site (Council on Aging)	No charge
** Menu limited to popcorn, hot dogs, hand-dipped ice cream, fountain pop, coffee, soft pretzels, and satellite facilities with no food preparation	

**TEMPORARY CAMPGROUND FEE SCHEDULE FOR 2022 (State Fee Amount)**

Campground with 5 – 25 sites \$94    Campground with 76 – 100 sites \$190  
 Campground with 26 – 50 sites \$126    Campground with 100 – 500 sites \$284  
 Campground with 51 – 75 sites \$158    Campground with >500 sites \$632



# **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.

