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www.marionph.org

INSTALLATION OF PRIVATE SEPTIC SYSTEMS

STEP 1 – SITE EVALUATION Contact the Environmental Health office to set up a meeting at your site. It is recommended that you also select a contractor and have them out at the site, as well. The area for the septic system can then be laid out and any setbacks will be noted. EH staff will probe the soil, and options will be discussed on different types of septic systems. If it is determined that the soils are unacceptable for a soil absorption type system, skip to step 3.

STEP 2 – PERCOLATION/SOIL TEST. Subsurface soil absorption septic systems (aka: laterals) are the best available treatment for private wastewater. However, the right type of soil must be present for effective treatment and system longevity. State code requires a percolation or soil test be conducted before any subsurface soil absorption system is installed. Marion County also requires that percolation and soil tests be completed by a certified engineer. Special care should be taken to not dig, alter, or in any way, compact the soil of the test area.

STEP 3 – SEPTIC PERMIT. You must have a Septic Permit in place before the installation of your system. Once we have received the engineer's report (if applicable), the permit application process may continue within the online permitting system, or you may come to our office and complete the process. The permit is valid for one year and costs \$200 for a new system or \$100 for a repair.

STEP 4 – INSPECTION AND APPROVAL. Currently, the Marion County Board of Health requires that all private contractors installing or repairing private septic systems in Marion County hold the CIOWTS (Certified Installer of Wastewater Treatment Systems) credential. After installation, the system is to be left exposed so that it can be fully inspected. The contractor is required to contact our department 24-hours in advance so that we can schedule the inspection appointment. Once the system is inspected and final approval is given, a copy of the permit, report, and a map will be available upon request.

Private septic systems are an effective way to treat domestic wastewater, but care must be taken to keep them working properly. Examples include: having good water conservation practices, limited use of garbage disposals, and avoid flushing harsh chemicals. We also do not recommend using any septic additives. Instead, the best maintenance practice is to have the septic tank inspected every three to five years by a septic professional.

The Marion County Environmental Health office is available to answer any septic questions you might have.

Phone: 641-828-2238, option 5
Email: ckleinschmidt@marioncountyiowa.gov

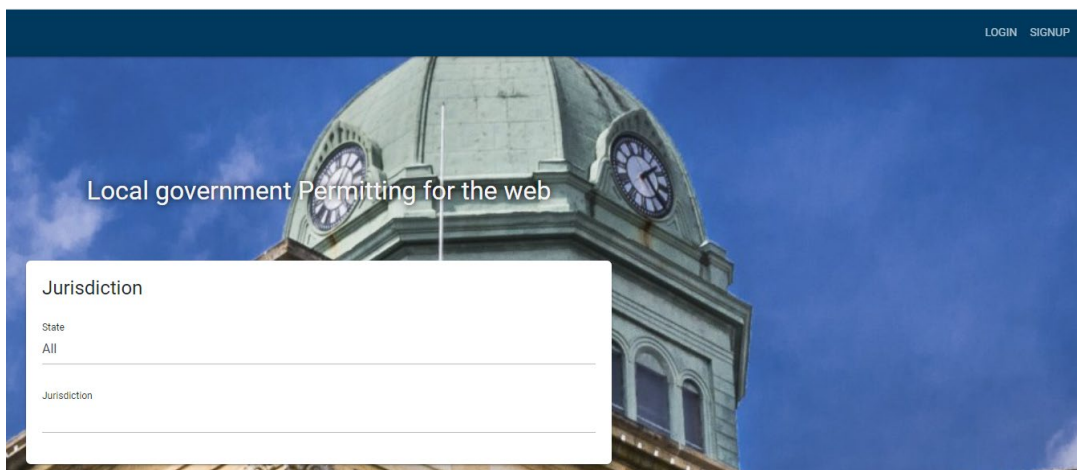
****DO YOU HAVE A 911 ADDRESS?**

Yes - continue with septic permit application

**No - contact Marion County Zoning before starting your septic permit
ph. 641-828-2231 ext.7 or mpoffenbarger@marioncountyiowa.gov**

→ STARTING AN ONLINE SEPTIC PERMIT APPLICATION:

- 1) Go to the GeoPermits website: <https://permitting.schneidergis.com/>
- 2) In the top right corner of the page, select “SIGN UP” to register for an account. If you already have an account, select “LOGIN” and skip to Step 6



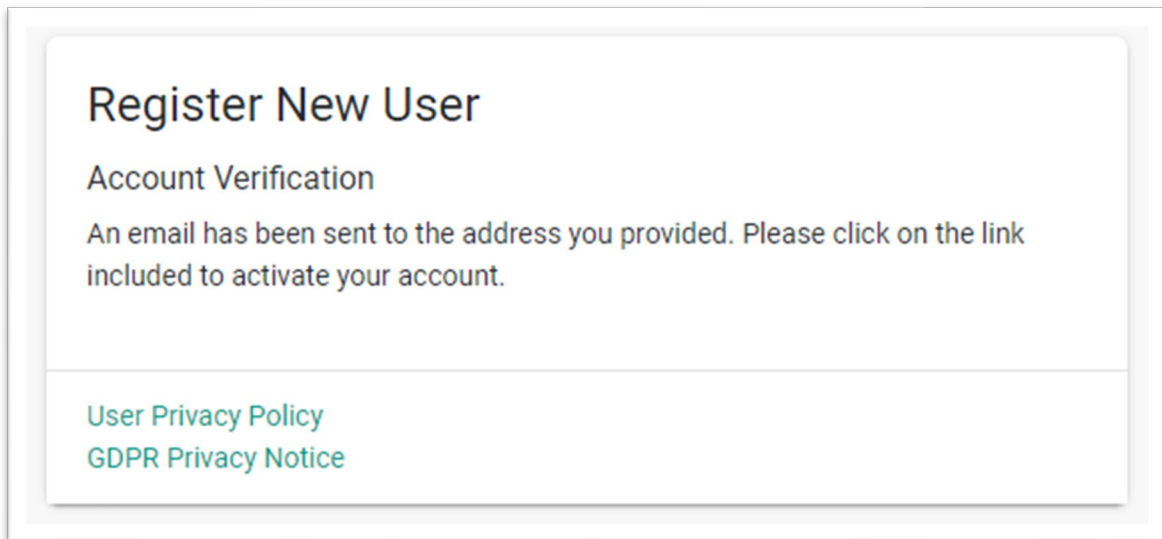
- 3) Fill out the required information and select “Register” at the bottom

CANCEL

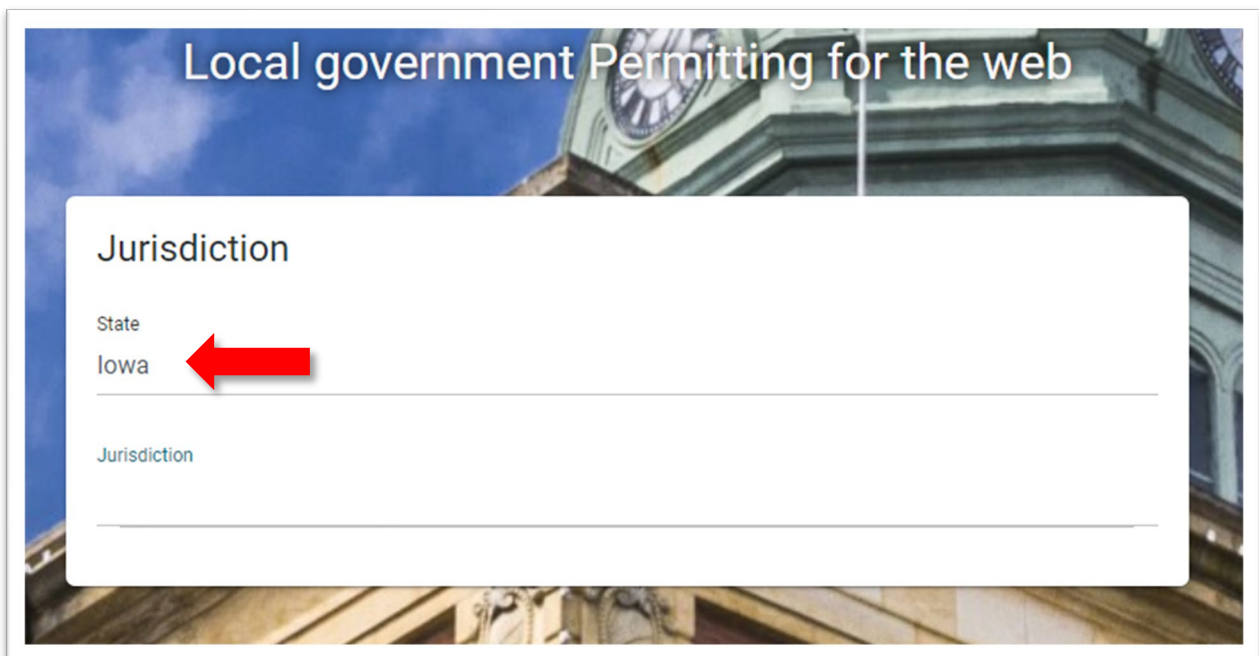
REGISTER



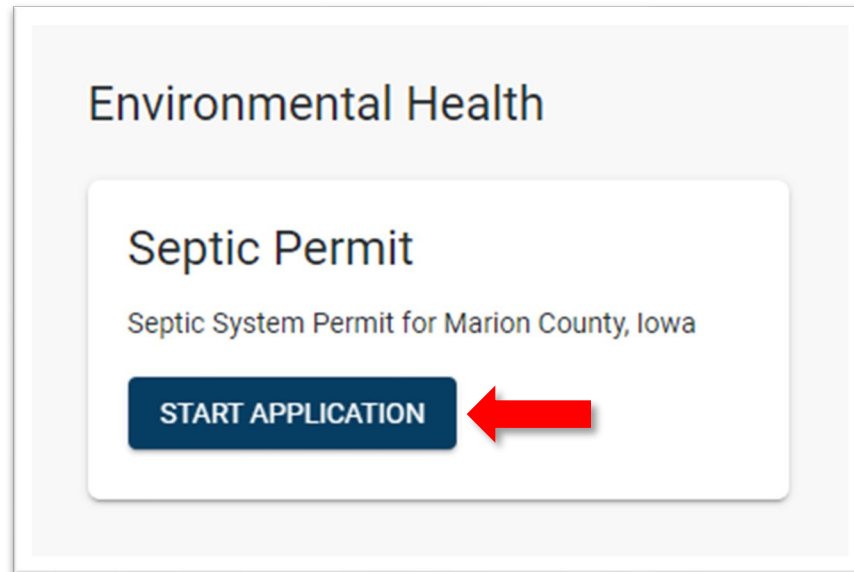
- 4) Activate your new GeoPermits account through the email address you provided



- 5) Once your account is activated, select “LOGIN” to continue with the application.
- 6) Select **Iowa** as the State, and **Marion County, Iowa** as the Jurisdiction



7) Scroll down to locate “Environmental Health” and select “Start Application.”



8) GeoPermits will take you through a **multi-step process** to apply for a septic permit. Once your application is submitted, it will go to Marion County Environmental Health for review before you can pay for and obtain the Final Septic Permit.

If you have any questions during the septic permit process, please contact our office at 641-828-2238, option 5.

CERTIFIED INSTALLERS OF ONSITE WASTEWATER TREATMENT SYSTEMS (CIOWTS)

To find certified installers, please visit: <http://www.iowwa.com/pages/installersearch>

SEPTIC TANK PUMPERS

For certified pumpers, please visit:

<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/Private-Septic-Systems/Septic-Tank-Pumping>

TIME OF TRANSFER INSPECTORS

For certified inspectors, please visit:

https://programs.iowadnr.gov/opcertweb/pages/rpt_onsite_list.aspx

MAINTENANCE PROVIDERS

Check with CIOWTS installers or the County EH department.

If you have difficulty finding providers online, please reach out the Marion County Environmental Health Department for assistance. 641-828-2238 option 5