



## POLK COUNTY

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### HOW TO OBTAIN A PERMIT FOR A NEW SEPTIC SYSTEM

- I. **NEW AEROBIC SYSTEMS:** In order to install a septic system in Polk County, the applicant must:
- A. Complete and Application signed by property owner and return it to the Permit Department.
  - B. Obtain a site evaluation, including a soil analysis, for the property on which the septic system will be installed.
  - C. Obtain a design for the onsite sewage facility by a Professional Engineer or Registered Sanitarian.
  - D. Obtain a Maintenance Contract, Affidavit, and Landscaping Plan.
  - E. File your Affidavit with the Polk County Clerk's Office and pay the filing fee. Affidavit must be reviewed and approved by our office before it can be filed. Upon approval our office will issue an approval letter.
  - F. Allow 7-10 days for review of plans. Upon approval, an authorization to construct letter will be issued and construction may begin.
  - G. **INSPECTION:** An inspection of the installation is required **BEFORE** covering the system. An advanced notice of at least 3 working days for inspection is **REQUESTED**. After a successful inspection, a Notice of Approval will be issued.
- II. **CONVENTIONAL SYSTEMS:** In order to install a septic system in Polk County, the applicant must:
- A. Complete and Application signed by property owner and return it to the Permit Department.
  - B. Obtain a site evaluation, including a soil analysis, for the property on which the septic system will be installed.
  - C. Obtain a design for the onsite sewage facility by a Professional Engineer or Registered Sanitarian.
  - D. Obtain a Landscaping Plan.
  - E. Allow 7-10 days for review of plans. Upon approval, an authorization to construct letter will be issued and construction may begin.
  - F. **INSPECTION:** An inspection of the installation is required **BEFORE** covering the system. An advanced notice of at least 3 working days for inspection is **REQUESTED**. After a successful inspection, a Notice of Approval will be issued.

**NOTE: ALL OF THE ABOVE REQUIRED INFORMATION WILL NEED TO BE TURNED IN WITH THE APPLICATION. IF ANY ONE ITEM IS MISSING THE APPLICATION WILL BE PLACED ON HOLD UNTIL IT IS RECEIVED.**