

Please see the following steps required for a proposed “Change of Use Request” -

All commercial facilities are required to have a septic tank and soil absorption field that hasn't failed per 410 IAC 6-10.1-49(d). Also, when a business/facility expands, or its use changes, the Indiana State Department of Health is required to evaluate occupancy and sewage flows to ensure that the existing on-system will be adequate to serve you and your clients per Rule 410 IAC 6-10.1-53(5).

Please assist us in assessing the ability of your on-site system to serve your needs by providing the following:

1. A completed pre-application, floor plan, and business plan at this link:
 - <https://www.in.gov/health/eph/files/Commercial-OSS-Electronic-Pre-Application-Fillable-State-Form-2019-08-28.pdf>
 - Please follow the pre-application form instructions;
 - The floor plans does not have to be professionally drawn; and
 - Provide a brief narrative describing the proposed business.
2. A copy of the original permit for the existing system.
 - Check with the LHD to obtain a copy of it.
3. Once we have received the items above in 1 and 2, we will review them and contact the local health department to determine if they will allow the change of use to move forward. We will require a written determination from them. **Local Health Department consideration does not constitute an approval.**
4. After we receive a written determination from the Local Health Department, we will notify you of their decision. At this time, we will determine if an inspection in Item 5 is required.
5. If a system inspection is required and the system has a permit on file, the inspection must be done using the form [Indiana On-site Wastewater Professionals Association \(IOWPA\) Inspector Form](#) provided in the email notification we provide in Number 4, above.
 - ***The inspection form must document all the same information listed in the full IOWPA Inspector Form. The summarized IOWPA Inspector Report is not acceptable. If an alternative company inspection form is used and does not contain all the same information, we will reject their inspection form until the full IOWPA inspection form is used or an inspection form with the same information is supplied.***
 - This inspection must be completed by one of the following individuals:
 - A licensed IOWPA Inspector - A list of those individuals, OR
 - A licensed IOWPA Installer – A list of those individuals may be found by [clicking here](#) going to <https://members.iowpa.org/search/custom.asp?id=6633>; OR
 - A reputable septic system installer registered/licensed in the particular county where the facility is located.
 - **Check with the local health department (LHD) to see if they certify or license installers**
 - **A detailed sketch of the existing system must be provided with the inspection including the following:**
 - A detail sketch of the soil absorption field with lengths of each lateral, separation distance from each trench, the location of system components (i.e. septic tank / dose tank (if applicable) / distribution box (if applicable)).
 - If the system is an elevated sand mound, please provide the length and width dimensions of the mound
 - Include the location of the existing well location(s) within 300' of the existing on-site sewage system (including neighboring properties' well location) with the separation distances from the well to the existing septic tank / dose tank (if applicable) / distribution box (if applicable).

6. For systems for which there is no permit on file:
- **Check with the local health department to determine if they will permit the continued use of the existing system;**
 - **If the local health department will not permit the continued use of the existing system, a new commercial on-site system will be required;**
 - **The process for obtaining a permit for a new commercial on-site system can be found at <https://www.in.gov/isdh/files/Plan%20Review%20Requirements%20and%20Process.pdf>.**
 - If the county health department will allow the continued use of the existing system pending ISDH approval of the existing system, complete an inspection as described in Step 4 above. Also, the inspector must locate and provide a sketch showing the following:
 - Septic tank(s)
 - Dose tank(s) (if applicable)
 - Distribution box(es)
 - Sewers
 - All wells within 300 feet of the property
 - Soil absorption system(s)
 - Trench/bed depth(s), total number of trenches, and total length of each trench
 - Subsurface drainage
 - Depth
 - Outlet
 - Separation distance from soil absorption system(s)
 - An IRSS soil scientist must provide a minimum of three soil borings in the area of the existing soil absorption field. Additional borings may be required for flows of more than 500 gallons per day.

Please send all of the above to soil@isdh.in.gov. Once this information is received, we will determine if the existing on-site sewage system is sufficient to handle the proposed business or facility's wastewater treatment needs or if additional steps will be required.

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