



## **SEPTIC PERMIT & PERMIT DRAWING REQUIREMENTS**

The following instructions are provided to assist you in obtaining a well and/or septic permit. We are also available by phone Monday through Friday, 8:30 A.M. to 4:30 P.M. If you cannot reach a Health Department representative directly, please leave a voice mail message and your call will be returned promptly.

- When planning the installation of a septic system, you will need a soil evaluation conducted by a state certified soil classifier. Contact our Department for a list of local, state certified soil classifiers. You may also contact the office of Soil and Water Conservation at (630) 553-5457 for a list of certified soil classifiers.
- An application for a permit to install, repair or renovate an onsite wastewater treatment system shall be submitted, in writing, on forms provided by the Kendall County Health Department. The applicable permit fee and any related inspection fee shall be paid at the time of permit application.
- Submit the original copy of your soil analysis report, along with 3 copies of a detailed site drawing with cross-section, fully completed application form(s) and the required permit fee(s) to our office for review. Your contractor may be very helpful in completing these forms and answering any specific design questions you may have.
- Components of a detailed site drawing are further explained on Page 2 of this document
- You must secure the services of a state licensed septic contractor unless you choose to install the system yourself as the owner of your single-family dwelling. Plans may be drawn by the contractor, or you may choose to acquire the services of a professional design service.
- Ten to fourteen working days are needed to review applications and plans from the time our Department receives all necessary paperwork & fees. Once the plans have been reviewed, you and your contractor(s) will receive a permit approval letter or a letter requesting further information. **Well and septic permits must receive Health Department approval before the Kendall County Planning, Building and Zoning Department will approve your building permit.**
- Inspections are conducted Monday through Friday. Please call Environmental Health at 630.553.8026 at least 24 hours in advance to schedule an inspection of your septic system or water well.



- The following specifications shall be included on, or with, the onsite wastewater treatment system permit application:
  1. Location of all existing and proposed buildings, accessory structures, driveways, roads, parking areas, sidewalks, patios, decks, swimming pools and any other improvements that may affect the location of onsite systems;
  2. Location and dimensions of all lot boundaries and easements on the property;
  3. Location of all existing water wells and onsite wastewater treatment system components whether existing or proposed on the subject and adjacent properties;
  4. Location of all proposed storm water systems including, but not limited to, storm sewers, detention basins, retention basins or drainage tiles on the subject and adjacent properties;
  5. Location of any lake, stream, wetland or body of water, flood plains, detention or retention areas on the subject property;
  6. Identification of any agricultural land which is used for farming purposes (on the subject property);
  6. Existing roadways and other areas where existing soil may be disturbed;
  7. Description and location of all existing and proposed components of the onsite wastewater treatment system. The description shall include manufacturer name and size of each component of the system. The location of all components of the onsite wastewater treatment system shall be provided on the design plan. This includes tanks, lift stations, distribution piping (material and size), distribution boxes, drop boxes, soil treatment components, gravel application beds in mound systems and any area where fill is to be applied;
  8. A copy of the soil investigation report, including the location of all soil evaluation points. All soil borings locations shall be transposed onto the permit design plans.
  9. Existing and proposed topography in two foot contours;
  10. A cross-section view of the subsurface seepage system including the total amount of soil cover, in inches, over the system. For subsurface seepage systems, the minimum and maximum cover shall be provided, in inches, on the plan. If a curtain drain is utilized, include a cross-section of the curtain drain, including construction details and depth, in inches, of the curtain drain;
  11. Elevations necessary to describe the sewage flow to, and through, the onsite wastewater treatment system. These elevations include, but are not limited to, the following: top of foundation or another suitable benchmark, plumbing stub-out, inlet and outlet of any tank(s), inlet of distribution box (es), top or bottom elevations of seepage lines or other subsurface seepage components.

\*\*\*Three copies of the onsite wastewater treatment system plan shall accompany the permit application. Plans shall be drawn with an Engineer's scale (1 inch equals 10', 20', 30', 40', 50' or 60').

Please be advised: No onsite wastewater treatment system shall be installed, repaired or renovated until a permit has been issued by the department.

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