

ISDH "CHANGE OF USE" PROCESS

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

All commercial facilities beyond the reach of sanitary sewer 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-site system will be adequate to serve you and your clients per Rule 410 IAC 6-10.1-53(5).

We ask that you 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:
 - See examples attached;
 - 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. For systems for which a permit is on file, a completed on-site sewage system inspection using the following [Indiana On-site Wastewater Professionals Association \(IOWPA\) Inspector Form](#) or an equivalent report.
 - ***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 may be found at <http://www.iowpa.org/certified-professionals.html>; OR
 - A licensed IOWPA Installer – A list of those individuals may be found at <http://www.iowpa.org/certified-professionals.html>; 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 / soil absorption field / dose tank (if applicable) / distribution box (if applicable).

4. 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 3 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.

DAVE MUNTZ

Commercial Plan Reviewer

Environmental Public Health Division

Indiana State Department of Health

100 N. Senate Ave., N855

Indianapolis, IN 46204

317.233.7265 office

317.233.7047 fax

dmuntz@isdh.in.gov

www.StateHealth.in.gov