

Health Department of Northwest Michigan

INSTRUCTIONS TO APPLICANTS FOR ENVIRONMENTAL HEALTH SERVICES

1. Obtain an Environmental Health application from Health Department of Northwest Michigan.
2. Check the appropriate box for the permit or evaluation for which you are applying.
3. All applicants must fill out section "A".
4. **By following these instructions, unnecessary delays in application processing can be avoided. After completing the necessary sections of the application, sign and date the application and submit it with the fee to the appropriate county Health Department office.**

FOR WELL AND SEPTIC PERMIT APPLICATIONS – New or Repair/Replacement:

1. Complete Sections "A" and "B" of the application using either the "Residential" or "Commercial" section as appropriate. Please note that items left blank or not filled in correctly may result in a delay in your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of property survey or engineering plans and attached to the application.
3. Test holes are required for **septic permit** applications. The test hole must be at least 4 feet deep and in the area where the sewage system is to be installed and marked with a flagged stake. When this has been completed, notify the Health Department, or note this on your application so that a site inspection can be completed.
4. For a **well permit**, mark the site of the proposed well location with a flagged stake.
5. Following the site inspection, a sewage and/or well permit may be issued if the requirements of the Sanitary Code are met. If a permit is issued, it will indicate the location, size and capacity of the system to be installed.

FOR EXISTING SYSTEM EVALUATIONS – for Remodeling Purposes:

1. Complete Sections "A" and "C" of the application. Please note that items left blank or not filled in correctly may result in a delay in processing your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of a property survey or engineering plans and attached to the application. Include existing buildings and proposed additions and or buildings.
3. Provide copy of existing and proposed floor plans with all rooms labeled. Include a detailed description of what is being proposed.
4. If available, please provide a copy of the permit issued for the installation of the sewage disposal system.

FOR LAND EVALUATIONS AND PRELIMINARY SUBDIVISION/SITE CONDOS – for Vacant Property for purposes of selling/buying or subdividing:

1. Complete Section "A" of the application. Please note that items left blank or not filled in correctly may result in a delay in processing your application.
2. Complete the sketch on the back of the application, following the instructions given. The site plan sketch may also be completed on a copy of property survey or engineering plans and attached to the application.
3. Test holes are required for **land evaluation and preliminary subdivision/site condo** applications. The test hole must be at least 4 feet deep and in the area where the sewage system is to be installed and marked with a flagged stake. When this has been completed, notify the Health Department, or note this on your application so that a site inspection can be completed.

FOR MORTGAGE EVALUATIONS – for purposes of Mortgage Loan Approval/Purchases:

1. Complete Sections "A" and "C" of the application.
2. If available, please provide a copy of the permit issued for the installation of the sewage/well system.

NOTE: Make checks payable to: **HDNW**