

**Tuscola County Health Department  
Environmental Health Division**

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**FACT SHEET – Effective October 1, 2025**

**DIRECTIONS WHEN APPLYING FOR A SEWAGE DISPOSAL PERMIT AND/OR WATER SUPPLY PERMIT**

1. Complete the appropriate section(s) on the attached application. The application will not be processed until the fee is paid and the application is properly completed. Applications cannot be faxed.
2. Make sure the directions to the site are clear. Use distances from nearest crossroads, landmarks, neighbor's addresses, etc.
3. The Property Identification Number from the property tax statement **MUST be provided before the application can be processed.** (This number is also available from the Treasurer's Office).
4. Draw an accurate **site plan with measurements ON THE APPLICATION.** Follow the directions on the back of this form.
5. The application must be signed by the owner or applicant and dated. Applications are Non-Refundable after six months when requested services not completed. **Permits expired one year from issuance.**
6. Allow a minimum of one week for our department to respond to your application and/or send you the results. Site appointments may be arranged by contacting the department after submitting application.

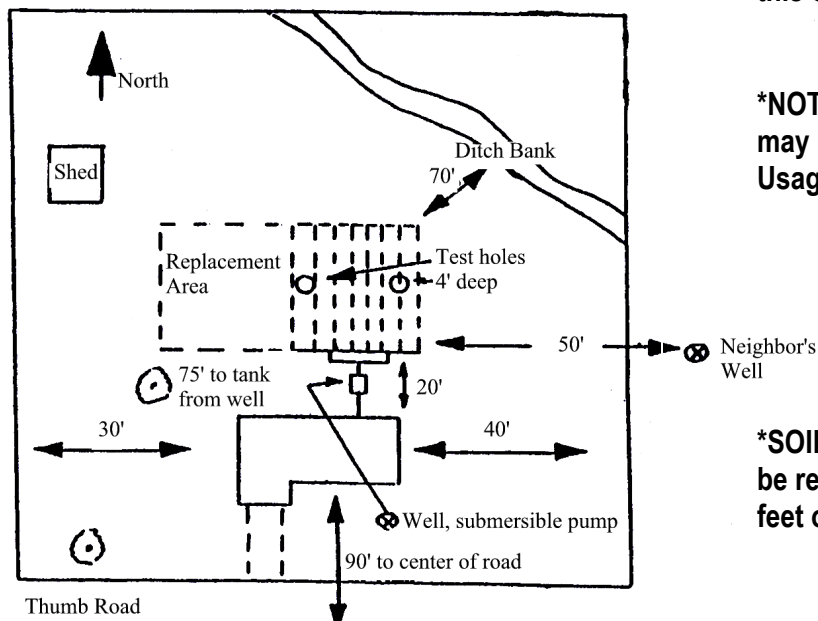
**PROCEDURES AFTER COMPLETION OF THE APPLICATION:**

1. Return the following to the Health Department:
  - a. Properly completed application form (s) with site plan. Feel free to make a copy for your file.
  - b. The appropriate fee **MUST** be submitted with the application, paid to the order of (T.C.H.D.) Tuscola County Health Department.  
Well: **\$301.00**      Sewage: **\$447.00**      Sewage Replacement: **\$447.00**      Transfer: **\$31.00**  
Relocation: **\$240.00**      Tank Only: **\$297.00**      **\*Call for Commercial Fees\***
  - c. **Appointment will not be scheduled until completed forms and fees are received in office.**
2. **For sewage system**, follow these steps in digging the **two (2) holes for the soil evaluation:**
  - a. Holes should be approximately four (4) feet deep and 6-8 inches in diameter.
  - b. Locate the two (2) holes at least 40 feet apart in the area of the proposed tile field.
  - c. Holes may be dug with a post hole digger, backhoe or similar device.
  - d. If a backhoe is used, please contact the Health Department to schedule an appointment.
  - e. It is recommended that test holes be covered (i.e. board, plastic, pail, etc.)
  - f. Flags are to be placed at each hole and by the road to identify the location.
  - g. Notify the Health Department when the two (2) test holes are ready for inspection.
3. **For water system**, follow these steps:
  - a. Apply and receive permit prior to well construction.
  - b. Notify the Health Department upon well completion to schedule a final inspection. Water must be clear of chlorine prior to sampling.
  - c. An **additional fee will be charged** if final inspection and sampling are not completed prior to permit expiration date.

# Helpful Hints for Preparing a Site Plan

1. In the space provided on the application draw an accurate site plan with measurements.
2. Include such features as: ✓garages, ✓sheds, ✓neighboring wells within 100ft., ✓sewage systems and replacement areas on the property; ✓other neighboring sewage systems within 100 ft., ✓liquid fuel tanks, ✓driveways, ✓ditches, ✓easements, lot lines, ✓swimming pools, ✓buried gas, water or electric lines, ✓rivers, ✓lakes, ✓ponds, ✓areas of flooding, ✓subsurface drain tile, ✓any other significant details. If applying for a water supply permit, include all sources of contamination such as ✓sewage systems, ✓liquid fuel tanks, ✓kennels, ✓footing drains, ✓sewer lines, ✓barnyards, etc.
3. Additional information which may be helpful to locate site and test hole (i.e. other structures on property; landmarks such as trees, signs, etc.)
4. Draw a site plan to scale.  
(Example: 1/4 inch = 10 feet)

Example:



## MINIMUM RESIDENTIAL REQUIREMENTS (Partial list)

ISOLATION FROM	WELL	SEPTIC TANK	DISPOSAL FIELD
<b>Groundwater Table</b>	NA	NA	18"
<b>Foundation or Basement</b>	3'	10'	20'
<b>Property Lines</b>	NA	10'	10'
<b>Drilled Well</b>	NA	50'	50'
<b>Surface Water, Lake, Stream</b>	10'	50'	100'
<b>Bank, Drop-off</b>	NA	10'	50'
<b>Drain or Ditch</b>	10'	10'	25'
<b>Liquid Fuel Tanks</b>	50'	NA	NA
<b>Water Supply Suction Line</b>	NA	50'	50'
<b>Water Supply Pressure Line</b>	NA	10'	10'

**\*\*Minimum Commercial Isolations will vary contact this office for additional information.**

**\*NOTE: Prior to obtaining a Building Permit the following may be required: Well Permit and Sewage Permit and/or Usage Approval, Driveway Permit and Zoning Permit.**

**\*SOIL EROSION/SEDIMENTATION: Permit may be required if drilling, grading or trenching within 500 feet of a lake or stream.**