

**MID-MICHIGAN DISTRICT HEALTH DEPARTMENT
INSTRUCTIONS FOR APPLICATION OF NEW
SEPTIC PERMIT AND/OR WELL PERMIT**

PART I: Please complete all of the information on the form titled Permit Application (please see reverse for an example). It is very important to fill out all of the information, incomplete applications will be returned, causing delays in processing. Please check sewage disposal system, water supply system, or both. Fill in the name, street address, township, section number, and property dimensions. If the property is in a subdivision, please fill in the subdivision name and lot number. Please provide driving directions to the property. Check the box regarding the utilization of the property (residential or commercial) and be sure to fill in all of the information below the box you have checked. Fill in the land owner's name, address, and telephone number. Please fill in your own name, mailing address, and phone on the line marked Applicant's Name. Please be sure to sign and date the application.

PART II: Complete the second half of the application. In the box provided, please make a drawing that includes all of the listed information. (Buildings, driveways, lot lines, wells, sewage systems, surface waters, ditches/drains, and neighbor's wells and sewage systems if applicable.)

PART III: Stake or mark the proposed building site(s) using **highly visible paint or flags** on the stakes in the following manner:

- A. Stake the four corners of the proposed structure(s).
- B. Stake the corners of the property boundaries.
- C. A highly visible flag, sign, or marker needs to be placed at the roadside to designate the location of the subject property.

IF THE APPLICANT DOES NOT PROPERLY STAKE THE SUBJECT PROPERTY, THE EVALUATION PROCESS MAY BE SIGNIFICANTLY DELAYED UNTIL THE SUBJECT PROPERTY IS PROPERLY STAKED AS REQUESTED AND THIS DEPARTMENT IS SUBSEQUENTLY NOTIFIED.

PART IV: **If Applicant for septic and/or well permit is someone other than the applicant listed on previous Vacant Land work, a Letter of Transfer must be completed and returned to this department.**

PART V: Determine the fee for this application as follows:

PRIVATE/RESIDENTIAL

Vacant Land Evaluation Only	\$163.00
Sewage System Repair – Tank Only	\$130.00*
Sewage System Repair – Drainfield	\$220.00*
Water Supply Permit (new or replacement)	\$218.00*
New Sewage Disposal Permit (fee varies based on system type)	
Conventional Permit with Previous Vacant Land Evaluation	\$197.00*
Gravity Mound Permit with Previous Vacant Land Evaluation	\$224.00*
Aerobic Treatment Permit with Previous Vacant Land Evaluation	\$303.00*
Sand Filter Permit with Previous Vacant Land Evaluation	\$303.00*
Pressure Mound Permit with Previous Vacant Land Evaluation	\$303.00*

*For services in Montcalm County, please add \$25.00 to fees indicated above.

COMMERCIAL AND PUBLIC SUPPLY FEES MAY VARY

Please make check payable to: M.M.D.H.D. (Mid-Michigan District Health Department)

Please return the completed application to:

Mid-Michigan District Health Department

Clinton Branch Office
1307 E. Townsend Rd.
St. Johns, MI 48879
(989) 224-2195

Gratiot Branch Office
151 Commerce Dr.
Ithaca, MI 48847
(989) 875-3681

Montcalm Branch Office
615 N. State St., Ste 1
Stanton, MI 48888
(989) 831-5237