

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. 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 street address, township, section number, property tax ID#, and property dimensions. If the property is in a subdivision, please fill in the subdivision name and lot number. Check the box regarding the utilization of the property (residential or non-residential) and be sure to fill in all the information below the box you have checked. Fill in the landowner's name, address, and telephone number. Please fill in your own name, mailing address, and phone on the line marked Applicant's Name. Please include your email address if you have one. 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	\$210.00
New Sewage Disposal Permit (Vacant Land Evaluation required)	\$240.00
Alternative Review/Gravity Mound Inspection Fee	\$105.00
Replacement Sewage System	\$275.00
New Water Supply Permit	\$275.00
Replacement Water Supply Permit	\$275.00
New Non-Residential Water Supply Permit (including Irrigation)	\$390.00
Replacement Non-Residential Water Supply Permit	\$390.00

**NON-RESIDENTIAL & COMMERCIAL SEPTIC AND PUBLIC WATER SUPPLY FEES MAY VARY – please call for fees**

**Cash, credit card, or check accepted.** 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, option 4

Gratiot Branch Office  
151 Commerce Dr.  
Ithaca, MI 48847  
(989) 875-3681, option 4

Montcalm Branch Office  
615 N. State St., Ste 1  
Stanton, MI 48888  
(989) 831-5237, option 4

Applications can also be emailed: [ehgm@mmdhd.org](mailto:ehgm@mmdhd.org)

Please call the appropriate office to make payment if application is emailed.