



Public Health  
Prevent. Promote. Protect.

**Brown County Health Department**  
9116 Hamer Road, Suite 101, Georgetown, OH 45121  
(P) 937.378.6892 | (F) 937.378.4301 | Monday – Friday 8AM – 4:30 PM  
[www.browncountyhealth.org](http://www.browncountyhealth.org)



## Checklist for New Sewage Systems

- Have the soil tested by a Certified Soil Scientist. When the **soil test** is completed, you can submit the results to our office and the Environmental Specialist will give you a list of system types that can be used for your lot. You will find lists of Certified Soil Scientists at [www.ohiopedologist.org](http://www.ohiopedologist.org) or [www.odh.ohio.gov](http://www.odh.ohio.gov).
  
- A Designer or Licensed Septic Installer will need to **design** the septic system based on the soil test results. A list of system designers is on the last page of this packet. If you would like a list of currently registered Installers, you may obtain one from our office or on our website.
  
- Submit the following items to our office:
  - Site Review Application (included in this packet)
  - **Property deed** from the **Recorder's Office**
  - **Survey plat** from the **Engineer's Office**
  - Building Department Sheet
  - Copy of the soil evaluation
  - Copy of the septic design
  - ***Applications will not be accepted without both the soil and design. Please have both when submitting your application. We can print the soil and design at the office if you e-mail the PDFs of the soil and design to us.***
  
- Property must be identified with a sign that has the owner's name or street number clearly posted.
  
- After the Site Review has been approved, your septic installer may apply for a Permit to Install New/Replacement System. Once your septic installer has received the permit, work may begin on the sewage system.
  - *Any work being completed on sewage systems must be done by a licensed septic installer. If the homeowner wishes to complete the work themselves, they are required to be licensed and bonded just as an installer would.*

**Application cost: \$300.00 (cash, money order, or check payable to Brown County Health Dept.)**

Equal Opportunity Employer

Revised 05/14/26

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**SITE REVIEW APPLICATION**

Applicant Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
*(if different from Applicant Name)*

Signature: \_\_\_\_\_

Property for review:			
Street Number:	Street Name:		
Lot # (if applicable):	City:	Zipcode:	
Township:	Parcel #:		
Report to be mailed/emailed to:			
Street Number:	Street Name:		
City:	State:	Zipcode:	
Email to (if preferred):			

Number of Bedrooms \_\_\_\_\_ Number of Acres \_\_\_\_\_  
 Has the existing lot been recently split or resurveyed?  Yes  No  
 Will you be splitting or resurveying the existing lot?  Yes  No  
 Would you like to be present for the inspection?  Yes  No

*If yes, the inspector will call the contact phone number for the applicant to schedule a day and time.  
 Please be aware that this may delay the inspection.*

Please provide directions to the property: \_\_\_\_\_

\*A re-inspection fee will be charged if the HSTS is found in a non-working condition, if inspector cannot access all components (see inspection requirements sheet), or if the property is not properly identified.  
 \*No refunds after the inspection has been performed – an administrative fee of \$48.00 will be retained if a refund is requested prior to inspection being performed.

\*\*\*\*\*Office Use Only\*\*\*\*\*

Type of Inspection Requested:

___ New Construction / Replacement	___ HSTS	___ SFOSTS	___ GWRS
___ Home Replacement	___ HSTS	___ SFOSTS	___ GWRS
___ Repair / Alteration	___ HSTS	___ SFOSTS	___ GWRS
___ Loan (Buying or Selling)	___ HSTS	___ SFOSTS	___ GWRS

Receipt Date: \_\_\_\_\_ Application #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date Expires: \_\_\_\_\_

Brown County Building Dept.

Name of Applicant: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Township: \_\_\_\_\_ Date: \_\_\_\_\_

**Board of Health Plumbing Requirements**

Review: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Brown County Health Department

Date

**Board of Health Sewer Requirements**

Review: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Brown County Health Department

Date

**Planning Commission Hill Side Requirements**

Review: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Amanda Brannock, Executive Secretary  
Brown County Planning Commission

Date

**Planning Commission Drainage Plan Requirements**

Review: \_\_\_\_\_

\_\_\_\_\_

Action: \_\_\_\_\_

\_\_\_\_\_

Amanda Brannock, Executive Secretary  
Brown County Planning Commission

Date



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## Septic System Designer List

Clear Creek Environmental  
Dan Michael  
903 Broadway  
Lebanon, OH 45036  
(513) 934-1040

Areawide Septic  
Perry Shoemaker  
1170 Thorpe Road  
Sabina, OH 45169  
(937) 453-2656

Star Septic  
David Dumford  
18251 Gauche Road  
Fayetteville, OH 45118  
(513) 334-9632

McCarty Associates, LLC  
Cody Beucler  
213 North High Street  
Hillsboro, OH 45133  
(937) 393-9971

Robert Shannon  
1737 Lindale Mount Holly Road  
Amelia, OH 45102  
(513) 797-4444

ABC Engineering  
Jason Little  
P.O. Box 834  
Washington CH, OH 43160  
(740) 463-9446

DS2 Architects  
Todd Cluxton  
107 West Second Street  
Maysville, KY 41056  
(937) 690-9448

DC Engineering Consulting  
Justin DeMint  
114 North Pleasant Street  
West Union, OH 45693  
(937) 544-3112