



ASHTABULA COUNTY HEALTH DEPARTMENT  
12 WEST JEFFERSON STREET  
JEFFERSON, OHIO 44047  
440-576-6010 FAX 440-576-5527

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PERMIT PROCESS

**Site Inspection**

**The hours are 8 - 10 a.m.**

1. A \$150 non-refundable fee is required. The hours are 8 - 10 a.m. to get sanitarian approval of the paperwork for site inspection to be completed. You will need to present a **survey map** (a) showing proposed lot (from the Surveyor); (b) copy of recorded lot for lots from 1997 to present (from County Engineers Office); or (c) tax map showing existing lot created prior to 1997 (from Auditors Office); **legal survey description**, and a **current or newly created recorded deed** (from Records Office). This inspection is good for one (1) year.
2. Put tall stakes with flags at the front corners of your lot.
3. Stake out the four corners of your proposed house site. All stakes should be at least three (3) feet or high than any vegetation.
4. The Health Department will conduct a site evaluation of the proposed lot.
5. You will receive a letter with the inspection results and requirements necessary to purchase further permits from this office.

**Septic Permits**

**The hours are 8 - 10 a.m.**

1. A new septic permit will cost \$380. An alteration or replacement of an existing septic system will cost \$280. The hours are 8 - 10 a.m. to have a septic permit drawn up.
2. You will need to provide a house number, zoning permit (if necessary), tap-in paperwork if on sewers, floor plans and a current deed if not provided at the time of the site inspection.
3. The septic permits are good for one (1) year.

**Well/Pond Permits**

**The hours are 8 - 10 a.m.**

1. A well permit costs \$204. The permit can be issued to the home owner or the well driller. Please be sure that the well driller is not including the permit for you in his costs before you purchase one on your own. The hours are 8 - 10 a.m. to receive sanitarian approval.
2. The pond permit requires additional drawings of the pond layout which will be necessary before issuing a permit.
3. The well/pond permit is good for one (1) year.

**Plumbing Permits**

**The hours are 8 - 9:30 a.m.**

1. A residential permit requires a schematic drawing of all plumbing and venting to be completed in the home. The hours are 8 - 9:30 a.m. to receive plumbing approval for a permit.
2. The cost of the residential plumbing permit is \$50 for the permit and \$8 per fixture. The plumbing inspectors will do a fixture count from the schematic drawing provided.
3. The plumbing permit is good for one (1) year.

**A SEPTIC AND PLUMBING PERMIT ARE NEEDED TO GET A BUILDING PERMIT**

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