



**Please read before filling out the Permit Application.**

Incomplete applications will **NOT** be processed and will be returned to the applicant.

**SECTION A**

**APPLICANT INFORMATION:** Complete this section by indicating who you are as the representative applying for the service with the mailing address, phone number, and email (optional). Permits will be distributed via email whenever possible.

**SECTION B**

**PROPERTY OWNER INFORMATION:** Complete this section to indicate WHO is the legal entity that owns the property. If this section is the same as section A, leave it blank.

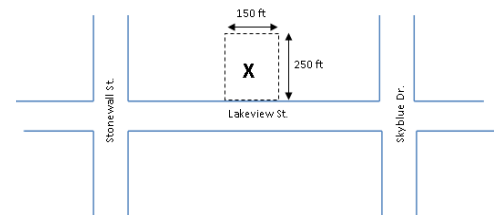
**SECTION C**

**PROPERTY INFORMATION:** Your property address is your 911 fire address provided to you by the Chippewa County Equalization Department. If you are applying for new construction permits, you **MUST** obtain your property site address prior to completing this application. Your Michigan Property Tax Assessment Notice is the best place to find all of your property information. It shows the legal description and your 11-digit property tax ID number. If available, provide a legal survey of your property indicating exact width and length of your property. If a survey has not been conducted, you **MUST** indicate the width and length on the application prior to being considered complete.

**SECTION D**

**PROPERTY DIRECTIONS:**

The following is an example of how to properly complete this section:



**SECTION E**

**SEWAGE DISPOSAL SYSTEM CONSTRUCTION PERMIT INFORMATION:** Please indicate what you are applying for. If you are applying for a new construction, you will need a complete system. If you have an existing sewage system and you need to replace it, please indicate whether or not it's failing. Please also indicate the number of bedrooms and bathrooms in your residence (existing or proposed). Garbage disposals add additional waste to be entered into your septic system. The use of a garbage disposal will require the size of your proposed septic tank to be increased by 250 gallons.

**SEWAGE SYSTEM INSTALLER:** It is very important that our staff know who will be installing your sewage system. Unless you are installing the system yourself, only those installers licensed by CCHD are permitted to install a sewage system. You may request a list of licensed installers by calling CCHD at (906) 635-3620.

**TEST HOLE REQUIREMENTS:** You are required to provide a soil excavation to a depth of six (6) feet with a minimum dimension of 2 ft x 4 ft. Backhoe cuts done by excavation are preferred. The test hole must be located in the area of the proposed drainfield (absorption field). It is highly recommended that the test hole is excavated during the site evaluation. This way we can help you determine where the best location for your new/replacement sewage system should be.

**SECTION F**

PRIVATE WELL CONSTRUCTION PERMIT: Please indicate whether or not you are applying for a new well or replacement. If you are replacing an existing well, please explain the reason you are replacing your old well. Your old well MUST be abandoned by a licensed well driller. We would also like to know what type of pump will be installed, if you plan to heat with fuel oil and/or if you have any above and/or below ground fuel tanks on your property. The well must be properly isolated from any fuel tanks. You must have a bacteriological (bacti) water sample collected from the well before using it for a drinking water supply.

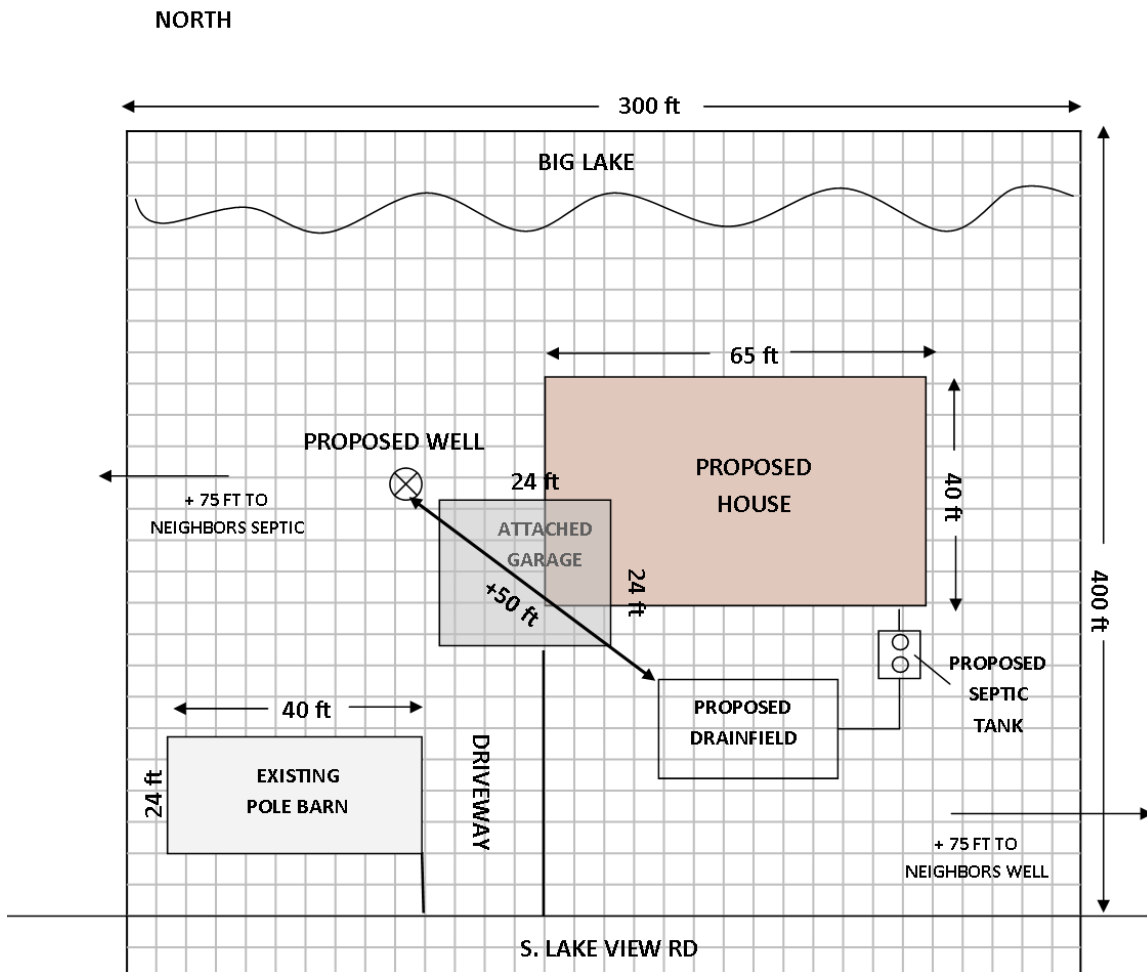
**SECTION G**

SIGNATURE AND OTHER IMPORTANT INFORMATION: It is important to note that other permits may be required, such as an EGLE Wetlands permit, a Soil Erosion permit, etc. By signing the application, you are agreeing to allow representatives of CCHD to enter upon the property for the proposed activity and completion of your project. ANY APPLICATIONS NOT SIGNED AND DATED WILL BE RETURNED AND THE PERMITTING PROCESS WILL BE DELAYED.

**SECTION H**

SITE PLAN: It is important for CCHD staff to know exactly what is existing and what is proposed on your property. At a minimum, you should have property dimensions; any and all structures and/or proposed dimensions; road ways; drive ways; surface water (lakes, streams, rivers, ponds); existing/proposed septic systems (must indicate tank and drainfield) (include neighboring septic systems); existing/proposed well(s) (include neighboring wells); easements and utilities; and fuel storage tanks (above and below ground).

Below is an example of a proper site plan:



NOT TO SCALE