



For All New Homes and Other Structures
(Agricultural buildings, Businesses, Garages, For Remodels or Additions)

Please answer the questions below:

1. Does the addition/remodel involve moving existing plumbing or adding new plumbing?

Yes No

 - a. Plumbing includes items such as sink, laundry, toilet, bath tub, shower, dishwasher, etc. Adding plumbing requires a plumbing permit. Also, all plumbing must discharge to an approved septic system that is in compliance with its permit. A septic evaluation may be required. This includes agricultural barns.

2. Does the addition include floor drains?

Yes No

 - a. Floor drains must properly discharge and require a plumbing permit. Floor drains are required to go to the septic system. A septic evaluation may be required. The exception is an agricultural-zoned building with floor drains being the only plumbing.

3. Does the addition include a room that may reasonably be used or finished as a bedroom including, but not limited to rooms such as office, dens, study, or bonus room?

Yes No

 - a. Bedroom is defined as any room that may reasonably be used or finished as a bedroom including, but not limited to rooms such as office, dens, study, or bonus rooms larger than 70 ft². The board of health has a Bedroom Policy if you'd like to review it. Adding a bedroom changes the design flow of the septic system and may require additions to the septic to accommodate the additional flow. A septic evaluation will be required.

4. Will the new foundation be within 10 feet of the septic system or well, or 5 feet from a porch or deck?

Yes No

 - a. Being within 10ft of the septic or well would require a variance from the Board of Health before proceeding. The septic or well would need to be evaluated. Plans showing additions within the distance requirement from septic or well will require a variance from the Board of Health to proceed. The Board of Health reviews variance requests at monthly Board of Health meetings. There is a \$60 fee for each variance request. Site, sewage, and well inspections may be required.



5. Does the addition involve creating a new space for a small business? **Yes** **No**

- a. For all accessory structures (not attached to the home) used for a business, the Health Department will need to determine if the septic system will be considered a small flow onsite sewage treatment system (SFOSTS) or a household sewage treatment system (HSTS).

6. Will the addition be within the replacement septic area? **Yes** **No**

- a. All properties are required to have an area to replace the septic system. A soil evaluation may be required.

If you answer yes to any of the above questions, you need to contact the Health Department. Plans must be reviewed by the Health Department for all room additions and remodels. Plans do not need to be reviewed for sidewalks, decks, pergolas, wheel chair ramps; provided they meet distance requirements from septic and well (5 or 10 feet or greater).

The Health Department office hours are Monday through Friday 8:00am to 4:00pm. Phone: 937-548-4196 ext. 209.

I certify the above to be a true and accurate representation of my proposed addition. I understand that if I make changes to my proposed addition to include any of the above, I must notify the Health Department before proceeding. I acknowledge a lot is not considered buildable prior to Health Department approval. A structure built without soil testing or proper permits may limit the use of the lot, and could possibly be deemed unsuitable for building/occupancy. I acknowledge not going to the Health Dept. for permits may result in prosecution.

(Signature) (Date)

(Name Printed) (Title: Homeowner/Builder)

***A Builder's signature represents the Homeowner agreeing to contact the Health Department.**

(Address in which questions are answered) (Phone number)