



# Homeowner's OSS Check List

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The following steps must be completed in order to obtain a **On-site Sewage System (OSS) Permit** from the Cass County Health Dept.

1. Obtain an **Application Packet** from the Health Dept.
2. **Contract a Soil Scientist** to prepare a soil report (*soil profile analysis*).  
A list of soil scientist is included with the application packet. It is best to meet the soil scientist at the site and, if known, have the Certified Installer at the site as well. Soil borings must be done in the area of the absorption field.
3. You should receive two (2) copies of the soil report. Keep one for your records and turn in the other copy, along with your **completed application** and **permit fee (\$100)**, to the Health Dept.
4. The Health Dept. will evaluate the soil report and issue **Minimum System Specification**. The minimum specifications will be mailed to the property owner.
5. The homeowner will need to select a **Certified Installer** off the list provided with the application packet. The homeowner should provide the minimum system specifications to Certified Installers to obtain bids.
6. The **Certified Installer** is responsible for designing the system and submitting the appropriate plan review paperwork (*Site plan, system design, plat plan, elevations, etc.*).
7. **After** all of the above paperwork is submitted, the Health Dept. will review and approve all the submitted materials. Please keep in mind that sometimes **revisions** are required and do lengthen the process.  
*Applications are reviewed on a first-in, first-out basis. No exceptions.*
8. After the submitted paperwork is reviewed, the Health Dept. will **issue** or **deny** the permit.  
Generally permits are mailed to the property owner. If you would like to pick up the permit, please let us know. Try to refrain from calling to check the status of a permit, as this only slows the review process.
9. Now that a permit has been issued, your Certified Installer may begin the OSS installation (*weather permitting*). Please keep in mind that septic systems **cannot** be installed when soil are "too wet." After installation, your Installer must allow **two (2) working days** for an on-site inspection by the Health Dept.
10. After the **final inspection** and approval, the homeowner is responsible for assuring that the installation is completed according to code including the final cover of **at least 12 inches**.