



**Public Health**  
Prevent. Promote. Protect.

Fairfield Department of Health  
Environmental Division

### **How to obtain a Household Sewage Treatment System Permit:**

- Obtain an assigned address from the Fairfield County Engineer's office:
  - By phone: (740) 652-2300
  - By e-mail: <https://www.co.fairfield.oh.us/Engineer/>
- Contact a certified soil scientist/evaluator to have a soil evaluation conducted on your lot:
  - Ohio Department of Health soil scientist/evaluator list:  
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/resources-and-education/res-sssa>
- Submit the soil evaluation report, Site & Design Review Application, and fee to FDH for review to determine potential types and sizes of STS that could be installed on your lot:
  - Site and Design Review Application: <https://www.myfdh.org/pdf/SEWAGE-SYSTEM-PERMIT-APPLICATION.pdf>
  - By mail or in person:
    - Fairfield Department of Health  
1550 Sheridan Dr. Suite 100  
Lancaster, Ohio 43130
  - By e-mail:
    - Environmental Clerk: [cindy.sharpe@fairfieldcountyohio.gov](mailto:cindy.sharpe@fairfieldcountyohio.gov)
- FDH will return a Calculation Worksheet with HSTS options and information based on the soil report you submitted.
- Provide the Calculation Worksheet to your septic system installer, designer or engineer to use as guidance to design your HSTS.
  - List of registered HSTS installers:  
[https://www.myfdh.org/pdf/Sewage\\_Treatment\\_System\\_Installers.pdf](https://www.myfdh.org/pdf/Sewage_Treatment_System_Installers.pdf)
  - List of registered HSTS installers from ODH: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/media/designer-contact-list>
- Submit your Design to the FDH for review and approval based on OAC 3701-29-10.
  - By mail or in person:
    - Fairfield Department of Health  
1550 Sheridan Dr. Suite 100  
Lancaster, Ohio 43130
  - By e-mail:
    - Environmental Clerk: [cindy.sharpe@fairfieldcountyohio.gov](mailto:cindy.sharpe@fairfieldcountyohio.gov)
- You will be contacted by our front desk staff when the permit for the HSTS is completed and ready for pick up and payment.