



**Berrien County Health Department**  
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[www.southhealthdistrict.com/berrien](http://www.southhealthdistrict.com/berrien)

## **Berrien County Septic Tank/Well Permit Application Process**

1. Obtain zoning approval from Berrien County Tax Assessor's Building.
2. Obtain 911 address from Berrien County EMA.
3. Submit a completed Site Evaluation Request with the following items:
  - a. Recorded plat of the property.
  - b. Floor plan of the home (can be hand drawn).
  - c. Site plan showing location of the house, existing wells, driveways, pools, out buildings, property lines and proposed location of where you would like your septic system and well, if needed.
4. The home must be staked off and property lines marked.
5. The site evaluation and permit fee for a new system is \$240 due upon application.
6. If you do not wish to obtain a permit, but would like to have land checked for suitability, submit a completed application with a plat of the property and \$120 evaluation fee. Note on the application you want a site evaluation only. (House does not have to be staked for site evaluation only.)
7. To repair your drain field, submit an application and note on the application you only need a repair of the drain field. The repair site evaluation and permit fee is \$180 due upon application.
8. If applying for a well permit only, the fee is \$80. If applied for at same time as a septic tank permit there will be no additional charge for the well permit. Note on the septic tank application that you would like a well permit.
9. All documentation must be submitted to the health department. Please provide thorough directions to the site.
10. If you have any questions, please call Lee Meeks, Environmental Health Specialist, at 229- 686-1770.