



Septic System Installation Checklist

Use this form as a guide for knowing which information to document, photograph, and send to Houston County Environmental Services. Please continue to call the office at (507) 725-5800 and inform Environmental Services of upcoming septic system installations. Advance notice of septic system installation is always appreciated!

Blue colored text indicates the need of photographs

Site Map:

- ☐ On an aerial image of the site, draw the tank, soil treatment area, sewer lines, water lines, and the location of the well
 - Include the distances in feet of the sewage lines from the dwelling (or structure the system is being constructed for) to the tank and from the tank to the soil treatment area **before covering**
- ☐ From both the tank and soil treatment area, record in feet the distance from the following:
 - Nearest structure
 - Nearest property line
 - Any wells
 - Any water supply lines
 - Floodplain (if applicable)
 - Creek bank (if applicable)
 - Wetland (if applicable)

Soil Treatment Area Documentation:

- ☐ Photograph the benchmark and record any changes if necessary
 - ☐ Photograph a close-up and an overview of the scarification before sand is placed (Mound or At-Grade)
 - ☐ Set a stake to the highest contour of the soil treatment area and record the elevation of the stake (Mound or At-Grade)
 - This will be used to record the elevation of the shallowest bottom of the sand depth
 - ☐ Photograph and record the elevation of the top of the sand lift before the rock or other distribution media is placed (Mound or At-Grade)
 - ☐ Photograph the distribution lines before covering
 - ☐ Photograph a tape measure measuring the distance of the bottom of the distribution line to the top of the clean sand
- OR**
- Record the elevation of the bottom of the distribution pipe

Septic Tank (or Holding Tank):

- ☐ Copy of the tank birth certificate
- ☐ Photograph the pit before the tank is set
- ☐ Include the following photographs of the tank placed in the pit before it is covered:
 - An overview of the tank in the pit
 - Water-tight seals and gaskets
 - The line running from the structure to the tank
 - Water tight, straight, and level
 - The inlet and the outlet
 - Tape measure showing the height of the risers

OR

Tape measure from the edge of grade to the top of the tank

- Insulation (if being used)

Additional Septic System Components

- ☐ If being used, photograph the following:
 - The pump showing the make and model
 - The filter showing the make and model
 - The control panel/alarm showing the make and model
 - Counter number

Final Photograph

- ☐ Photograph the finished install with the mulch in place

Submit the photographs and other documentation of the septic system installation digitally to Houston County Environmental Services with a completed as-built