



Guidance for Installers on the Indiana Commercial On-Site Sewage System (OSS) Process

<https://www.in.gov/health/eph/onsite-sewage-systems-program/>

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Purpose: This guide helps residential installers understand how to navigate the commercial OSS plan review and permit process with the **Indiana Department of Health (IDOH)**.

1. Know What a Commercial System Is

A commercial OSS is any non-residential septic system (e.g., restaurants, offices, churches, veterinary or medical facilities) that serves wastewater needs beyond typical one- or two-family residential use. These require **state plan review and approval** under Indiana Rule **410 IAC 6-10.1**.

2. Conduct a Soil Evaluation First

- Hire an **Indiana Registered Soil Scientist (IRSS)** to perform soil borings for the site.
- Submit the soil report to IDOH at **soil@health.in.gov** with the property owner's email and site details. IDOH will assign the project a number.

3. Receive and Complete the Pre-Application

- After soil data is submitted, IDOH will send you a Commercial.OSS.Pre_Application form.
- Fill it out **completely** and include a **floor plan and business layout** of the structure to be served. Return it to the same email (soil@health.in.gov) with the assigned project number.

4. Local Health Department (LHD) Review

IDOH will send the pre-application to the **Local Health Department (LHD)** for up to **10 business days** of comments or local feedback.

5. Technical Data Sheet Issuance

Once soil data and pre-application are accepted, IDOH issues a **Technical Data Sheet (TDS)** outlining system design requirements (flows, sizing, setbacks, etc.).

6. Prepare and Seal Commercial Plans

- Plans must be **sealed by a registered engineer or architect in Indiana**.
- Design must meet **IDOH rules (410 IAC 6-10.1)**, TDS criteria, and other applicable state/local requirements.

7. Submit the Commercial Application & Plans

To formally begin state review:

- Access the **Commercial OSS Permit Application** form at <https://www.in.gov/health/eph/onsite-sewage-systems-program/>.
- Look for **“Application for Permit for Construction or Alteration of a Commercial Onsite Sewage Disposal System.”**

What to submit:

- Completed Commercial OSS permit application
- Initial sealed plans and specifications
- Plan review fee (check or online payment)
- Email to the assigned IDOH plan reviewer (per instructions) and mail a hard copy to IDOH’s Environmental Public Health Division.

8. IDOH State Plan Review

IDOH reviews plans to confirm compliance with rules and the TDS.

- If revisions are needed, they’ll request them by email.
- The plan review period for commercial systems is up to **30 business days**.

If the system’s design flow is ≤ 750 gallons per day and the local health department has delegation authority, the LHD may handle review and permitting instead.

9. Local Permits & Pre-Construction

After IDOH approval:

- Coordinate with the **Local Health Department** for final permitting, fees, and inspections.
- Schedule any required **pre-construction conference** with IDOH and LHD.

10. Construction & Final Inspection

- Do not cover system components before final inspection and approval by the LHD.
 - Local inspectors typically perform construction inspections, though IDOH may join for special projects.
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Tips for Installers

- Always reference the **project number** on all correspondence.
- Keep clear documentation of soil reports, pre-application, plans, and communications.
- When in doubt, contact IDOH OSS staff via the email addresses or numbers provided on the OSS program site.