

# Guidance for how to obtain a Household Sewage Treatment System (HSTS) Permit:

Licking County Health Department  
675 Price Road  
Newark, OH 43055  
(740) 349-6475



- ✓ Obtain an assigned address from the Licking County Engineer's office.
  - 740-670-5280     [www.lcounty.com](http://www.lcounty.com)
  
- ✓ Have a soil evaluation conducted on your lot by a certified soil evaluator.
  - List of soil evaluators: [www.Ohiopedologist.org](http://www.Ohiopedologist.org) or [www.Lickingcohealth.org](http://www.Lickingcohealth.org)
  - For list by email, fax, or mail, contact LCHD at: [Environmental@lickingcohealth.org](mailto:Environmental@lickingcohealth.org) or 740-349-6475.
  
- ✓ Forward the soil evaluation report with the number of proposed bedrooms for your home to LCHD for review to determine the potential types and size of HSTS that may be installed on your lot. Forward the report to:
  - [Environmental@lickingcohealth.org](mailto:Environmental@lickingcohealth.org) or fax 740-349-6935
  - By mail: LCHD, Environmental 675 Price Road, Newark Ohio 43055
  
- ✓ LCHD will return to you a Leaching Design Worksheet, with HSTS options and information based on the soil report you submitted.
  
- ✓ Provide the Leaching Design Worksheet to your septic system installer, designer, or engineer to use as guidance to design your HSTS.
  - List of registered HSTS installers: [www.lickingcohealth.org](http://www.lickingcohealth.org)
  - For list by email, fax, or mail, contact LCHD at: [Environmental@lickingcohealth.org](mailto:Environmental@lickingcohealth.org) or 740-349-6475
  
- ✓ Submit your HSTS design plan to the LCHD for review and approval. Forward the report to:
  - [Environmental@lickingcohealth.org](mailto:Environmental@lickingcohealth.org) or fax 740-349-6935
  - By mail: LCHD, Environmental 675 Price Road, Newark Ohio 43055
  
- ✓ Complete an HSTS application and include the appropriate fee. Payment of fee can be made by credit card, cash or check. Credit card payment will also be accepted by phone.
  - [Environmental@lickingcohealth.org](mailto:Environmental@lickingcohealth.org)
  - 740-349-6475
  - By mail or in person: 675 Price Road, Newark Ohio 43055  
Monday- Friday 8am- 5pm