Obtain a Residential Individual Sewage Disposal System (ISDS) Permit on my Property?

**First . . .**

1. Make sure you have an assigned address from the Planning & Zoning Department
2. Obtain engineering for proposed system from Registered Professional Engineer

**Go to . . .**

3. Fill-out ISDS Permit Application
4. Take receipt from application, and obtain necessary deeds

**Then go to . . .**

5. Pulls up records where ISDS permit review has been started in computer system
6. Checks to determine if property is a legal parcel

**Reviews Info. . .**

7. Planning and Zoning Department verifies info and enters data into computer

**ISDS Permit**

8. Health & Environment Office reviews all materials and determines that Planning & Zoning has completed sign-off
9. Issues valid ISDS permit for subject property after a field inspection and verification that all requirements are met