



Point of Sale Program Application
Call, Email, or Drop off to Schedule an Appointment
DO NOT FAX REQUEST
330-627-4866 (ext. #1522)
cren@carroll-lhd.org

The Carroll County General Health District (CCGHD) requires Household Sewage Treatment System (HSTS) inspections to be completed by registered environmental health specialists / environmental health specialists in training of the CCGHD prior to or during the transfer of ownership of any parcel with an HSTS. Third party inspections of the HSTS will not be accepted by CCGHD. Bacteriological water samples are *not required* per the Carroll County Point of Sale Program Policy but are offered as part of the point of sale inspection upon request.

THE FOLLOWING IS MANDATORY PRIOR TO INSPECTION

1. Completed application and applicable fee(s) must be turned into CCGHD **before** an appointment can be scheduled. *
2. A waiver and hold harmless agreement may be submitted if the home has been vacant for more than 30 days. If the home has been vacant then the buyer and seller may agree to submit the waiver application and appropriate fee(s) for the HSTS evaluation to the CCGHD prior to the transfer of property. It will then be the buyer's responsibility to contact the CCGHD to schedule the inspection within 120 days of occupancy. Any deficiencies in the HSTS or plumbing shall be corrected in accordance with all applicable regulations and is the responsibility of the buyer. If not submitted or denied by CCGHD for any reason, the point of sale inspection must take place. It will be the responsibility of the buyer and seller to make necessary arrangements in order to properly complete the inspection.
3. Request must be made to the CCGHD office by phone, email, or in person to schedule an appointment.
4. Once all required information and fees have been received, an Environmental Health Specialist will contact the listed party to schedule the appointment. There is no guarantee on the time frame an appointment will be scheduled, availability of appointment time varies during busy seasons and staff availability. Please plan accordingly. The CCGHD strongly encourages any real estate agent or seller to make contact with our office as soon as a buyer is recognized. **
5. One or more of the representatives who signs the application **must** be present at the property throughout the entire inspection, for both water samples and septic inspections.
6. All HSTS components with lids must be located, removed, and be easily accessible. This includes the following, but is not limited to, **septic tanks, pump tanks, dry wells, drop boxes and distribution/diversion boxes**. If you need additional information regarding the HSTS our office can provide a copy of any records on file, upon request. Please be advised, not all Carroll County

properties have records on file. If assistance is needed, CCGHD recommends contacting a registered service provider or installer to locate components. A list of Carroll County Registered Service Providers and Installers will be given upon request.

7. CCGHD's staff will not enter crawlspaces or confined spaces under any circumstances. If this will be an issue, please call the office to discuss options.
8. All excessive brush, weeds, bushes, and trees near the sewage treatment system must be cut down or removed prior to appointment, please call the office for guidance if necessary.
9. If the HSTS components are not accessible due to reasons stated above and/or not up to operating level, the evaluation will be cancelled, and CCGHD's reinspection fee of \$60.00 will be charged for a rescheduled appointment. ***
10. Sufficient running water must be provided for the inspection. i.e., approximately 4 or more gallons per minute at the bathtub faucet. If there is not a bathtub or faucet capable of providing a sufficient flow rate in the dwelling, a water hose will need to be provided of sufficient length to reach the HSTS septic tank. If water is not available the evaluation will be canceled, and CCGHD's re-inspection fee of \$60.00 will be charged for a rescheduled appointment.
11. If the HSTS contains mechanical working components, such as an aerator motor that is routed to leach lines, a water hose of enough length will need to be provided to reach the pump tank, distribution/diversion, or drop box for the soil absorption component of the HSTS. If not made available, the evaluation will be canceled, and CCGHD's re-inspection fee of \$60.00 will be charged for a rescheduled appointment.
12. Access to the house and any other structure connected to the HSTS must be provided for the inspection. An inspection of the plumbing routed to the HSTS will be conducted. If access is not provided to the house and/or other structures the evaluation will be canceled, and CCGHD's re-inspection fee of \$60.00 will be charged for a rescheduled appointment.
13. Septic tanks and other HSTS components shall not be pumped prior to inspection, unless determined necessary by a CCGHD environmental health specialist at the evaluation or prior to appointment. The inspection will not be able to be completed if this occurs. The inspection will be canceled and CCGHD's re-inspection fee of \$60.00 will be charged for a rescheduled appointment. The HSTS must be at operating level for the rescheduled appointment.
14. If a water sample is scheduled to be taken for bacteriological analysis, and chlorine is present within the water due to recent chlorination, the sample will not be taken. CCGHD's re-inspection fee of \$60.00 will be charged to come back to obtain the sample. Unless the applicant(s) states where the water sample is requested to be taken, the environmental health specialist will take the water sample from a point of human consumption where the screen and/or aerator can be removed from the faucet. ****

***Payment will NOT be collected in the field under any circumstances. Reminder calls to collect payment will no longer be made. Once written request has been made for this service, the fee is NON-REFUNDABLE.**

****CCGHD will make every effort to accommodate closing deadlines; however, same week appointments are highly unlikely.**

*****A septic tank is at operating level when the effluent is exiting the outlet of the tank and going into the soil absorption component and/or discharge location depending on the system design.**

******If the PWS has recently been chlorinated, the sample cannot be taken until 48 hours after the chlorine solution has been flushed from the system. Please plan accordingly.**

AFTER THE INSPECTION

1. A completed inspection report will expire after one (1) calendar year from the date of inspection.
2. The completed report will be delivered **only** to the individual(s) indicated on the application **within five business days** of completion of all inspections and after all test results have been received.
3. If the HSTS is creating a public health nuisance per Ohio Revised Code (ORC) 3718.011 or Ohio Administrative Code (OAC) 3701-29 that can be repaired without replacement, orders will be issued to make necessary corrections within a six-months. If work is done by a registered service provider/installer within the county, then the re-inspection fee of \$60.00 **may** be waived with submission of receipt of work to the CCGHD office. *
4. If there is a public health nuisance caused by plumbing per OAC 3701-29-12 (P), orders will be issued to make necessary corrections within six months. If work is completed by a licensed plumber, the re-inspection fee of \$60.00 **may** be waived with submission of receipt of work, to the CCGHD office. **
5. If the HSTS is found to be failing beyond repair per ORC 3718.011 and/or OAC 3701-29, orders will be issued to take necessary steps to replace the HSTS in accordance with OAC 3701-29. A copy of the Carroll County New Build/Replacement Process will be given, along with the Point of Sale report.
6. If the Private Water System (PWS) is sampled and exceeds the maximum contaminant levels per OAC 3701-28-04, the PWS shall be disinfected and re-sampled if it is a water well. If it is another type of PWS, i.e., springs, cisterns, additional requirements may be necessary. If the PWS is found to be posing a potential health risk, CCGHD may issue orders to make necessary corrections within a six-months. CCGHD environmental health specialists can re-sample the water per request for a re-sample fee of \$65.00 however, this is not required per CCGHD Point of Sale Program Policy.

If a PWS contractor, registered with the Ohio Department of Health, samples the water the CCGHD may request a copy of the results for the point of sale file.***

***If work is done by an unlicensed individual i.e., homeowner; pictures may be submitted in place of a re-inspection on a case-by-case basis determined by a CCGHD environmental health specialist. Re-inspection may be required by CCGHD regardless of who conducts the work based on the severity of the public health nuisance.**

****PWS Contractors, registered with the Ohio Department of Health, are able to take water samples for real estate purposes, however CCGHD recommends contacting the agency or party requiring or requesting the acceptable water sample to inquire from whom they will consider a report acceptable.**

Please be advised that the timelines outlined in this application are the maximum amount of time allowed by our staff under normal circumstances. Typically, turnaround times are shorter, however, unusual circumstances may affect these timelines.

POINT OF SALE EVALUATION

Some Frequently Asked Questions:

1. What type(s) of properties will require an inspection by CCGHD?
 - All dwellings that have a household sewage treatment system (HSTS), that have been determined by the Carroll County Auditor, to have had a transfer of ownership will require an inspection, except for the exemptions listed in the CCGHD's Point of Sale Policy. The list of exemptions will be provided upon request.
 - The Ohio Administrative Code 3701-29-01 (WW) defines a Household Sewage Treatment System (HSTS) as any sewage treatment system, or part of such a system, that receives sewage from a **single-family, two-family, or three-family dwelling**.

For the purposes of this chapter structures that are served by a household sewage treatment system shall also include:

 - (1) A dwelling and related structure, such as a barn or personal garage, when the users of the structure are only the residents of the dwelling, and provided the related structure is not used as a dwelling.
 - (2) A dwelling with a home business when the nature of the home business is such that it does not produce sewage.
 - (3) Vacation rental cabins, provided there is a separate HSTS for each cabin.
 - (4) A bed and breakfast, residential facility, or other residence as described in divisions (B)(2), (B)(4), and (B)(13) of section 3717.42 of the Revised Code.
 - (5) Group homes occupied by **no more than sixteen unrelated individuals**, including, but not limited to, a hospice and pediatric respite care facility as defined in rule 3701-19-01 of the Administrative Code, a foster home, group home, group home for children.
2. Will this inspection hold up the transfer of title of a piece of property?
 - No, CCGHD will not hold up the transfer of title of a property.
3. Will this inspection require a water sample to be taken from the Private Water System?
 - No, it is optional to have the water sampled and is an additional cost.
4. If the HSTS does not meet the current regulations, will the system automatically fail the inspection?
 - No, HSTS will be evaluated by conducting a hydraulic load test. The result of this test will determine if the system is functioning properly.
5. How much water is required to be ran during a hydraulic load test?
 - 60 gallons of water per bedroom in the home. The environmental health specialist determines the length of time needed to run this amount of water by calculating gallons per minute, usually at a bathtub or with a garden hose, using a five-gallon bucket and a stopwatch.

6. If the HSTS does not meet the current regulations, does it have to be updated to current regulations?
 - No, if an HSTS is functioning properly and is **not** creating a public health nuisance it will not be required to be updated to current regulations at this time.
7. If the HSTS does not pass the inspection, will a new system need to be installed?
 - Not necessarily. Some HSTS may only need a repair or an alteration. This will be determined by the performance of the system during the inspection.
8. What are the maximum contaminant levels that a private water system can have and be considered acceptable for consumption?
 - Four or less total coliform colony forming units (CFU) or 4.2 or less total coliform most probable number (MPN) per one hundred milliliters of water.
 - No detection of Escherichia (E.) coli.
9. When will a point of sale evaluation conducted by the CCGHD expire?
 - Evaluations will expire after one (1) calendar year, from the date the inspection was conducted. After one (1) calendar year another inspection of the HSTS will be required.
10. Does the CCGHD accept point of sale evaluations from anyone else?
 - No. The CCGHD will not accept third party inspections for HSTS.
11. How soon after the inspection will the report be available?
 - The report will be available within five business days after all reports and all test results are completed and received.
12. Who can do repairs to HSTS and PWS?
 - This will be determined on an individual basis. It depends on the work being completed and what that work is defined as. Please contact CCGHD for more information.



**CARROLL COUNTY GENERAL HEALTH DISTRICT
APPLICATION FOR INSPECTION OF A
HOUSEHOLD SEWAGE TREATMENT SYSTEM
ALL ITEMS MUST BE COMPLETED**

Point of Sale Evaluation Fees:

Make checks payable to: Carroll County General Health District or CCGHD

- Sewage Treatment System Only \$ 250.00
 - Sewage Treatment System and Water Sample (includes coliform bacteria test): \$ 285.00
 - Re-inspection: \$ 60.00
 - Coliform Bacteria Water Test: \$ 65.00
 - *Lead: \$ 12.00
 - *Nitrate: \$ 15.00
 - *Nitrite: \$ 15.00
- *\$10 draw fee with coliform bacteria water test – \$45 draw fee without coliform bacteria water test
Rushed samples are doubled

Property Owner / Seller: _____ **Phone:** _____ **Email:** _____

Seller Realtor: _____ **Phone:** _____ **Email:** _____

Buyer: _____ **Phone:** _____ **Email:** _____

Buyer Realtor: _____ **Phone:** _____ **Email:** _____

Location to be evaluated:

Address: _____ City: _____

Zipcode: _____ Township _____

Results sent to:

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ Zipcode: _____ Fax: _____

Additional Email: _____

Access to be provided by:

Name: _____ Phone: _____

Number of occupants in the home: _____ Number of bedrooms _____

Date of last pumping: _____ Pumper: _____

Is the house currently occupied? _____

Have there been any other evaluations, repairs, or maintenance of this sewage treatment system? _____

Are you aware of any problems or failures to the system (i.e.: wet spots, back-ups, effluent discharging to the ditch)? **Y** or **N**

If yes, describe: _____

If this is a leaching trench system with two fields, when was the system last switched to the field currently in use? _____

***If the sewage treatment system cannot be evaluated (i.e., no running water, plumbing disconnections), please explain why below:**

Based on the discretion of the CCGHD a Hold Harmless Agreement Form may need to be completed.

Has the Private Water System been recently chlorinated? **Y** or **N**, If yes when _____

If you are requesting a water sample for bacteriological analysis, do you have a preference of where the water will be taken? **Y** or **N**, If yes where _____

If not requested the environmental health specialist will take the sample from a point of human consumption within the residence. All applicants must initial and date that they agree with the location of where the water sample will be taken: _____

****PLEASE READ THE FOLLOWING SECTION CAREFULLY BEFORE SIGNING****

I, the undersigned, acknowledge that the conclusions in this evaluation are opinions based on written documentation available in the Carroll County General Health District's archives and a visual inspection of accessible components of the sewage treatment system. I also understand that the conclusions and results of this evaluation do not guarantee the future performance of the sewage treatment system.

I understand the system evaluation may be delayed by this department if any of the following conditions exist:

- 1) Conditions exist making the system components inaccessible, such as brush and trees that are not cleared prior to appointment. Discharging off-lot systems will be determined on an individual basis.
- 2) All plumbing is not routed to the sewage treatment system. This does not include footer drains and water softener discharge lines.
- 3) The septic tank(s) have been pumped within the last **60** days.
- 4) Sewage treatment system components are not uncovered or accessible for viewing.
- 5) Water is not available.
- 6). No one is present to provide access to the property.

I acknowledge that if any of these conditions exist at the time of evaluation, an additional re-inspection fee will be required for a second visit to the property. In addition, it is understood that if the system is determined to be failing and ineffectively treating the sewage effluent, the CCGHD will **REQUIRE** that necessary repairs be made to the sewage system.

MUST BE SIGNED

Signature of Property Owner/Authorized Agent *Date*

Signature of Buyer if applicable *Date*

Signature of Realtor representing Property Owner *Date*

Signature of Realtor representing Buyer *Date*