



**Existing Household Sewage Treatment System (HSTS)
Evaluation Application for House Sale/Refinance**
Portage County Combined General Health District
999 East Main Street, Ravenna, OH 44266
Phone: 330-296-9919 Email: PCHD@portagehealth.net

**HSTS Evaluation Fee _____ (Results are mailed to owner & buyer and emailed to all others.
Payment must accompany this form. See requirements listed below for inspections).**

Property Address: _____ **City/Twp.** _____

Owner Name: _____ **Email:** _____

Complete Mailing address: _____

Seller Realtor: _____ **Email:** _____

Buyer Name: _____ **Email:** _____

Complete Mailing address: _____

Buyer Realtor: _____ **Email:** _____

Contact person name & phone no. for entry into the home: _____

EVALUATION REQUIREMENTS AND CONDITIONS:

- The evaluation of a home sewage treatment system is not required by law in Portage County when a house is sold but is offered as a service for a fee as indicated above.
- If a sewage treatment system is determined to be malfunctioning at the time of evaluation, a Notice of Violation for an alteration/replacement will be issued to the property owner. If sanitary sewers are accessible to this property, a Notice of Violation will be issued to the owner of the property for connection. **Any Notice of Violations issued to the owner of the property will remain, regardless of the status of sale of the property.**
- Scheduling of inspections can take up to 7-10 days and inspections are only done Monday-Wednesday, weather permitting.
- A \$21.00 administrative fee will be subtracted from any requested refunds made after initial payment has been processed. Refunds are only issued after approved at monthly board meetings. Once the initial trip is made (regardless of results), the fee will not be returned.
- Point of Sale Inspections are normally performed Monday-Wednesday only. Tests will be performed that necessitate entrance into the home. The sanitarian conducting the test will arrange an appointment with the person listed as the contact for entrance into the home. Every effort will be made to schedule the evaluation within 10 days of receipt of application and payment. Please plan ahead and schedule the evaluation at least **FOUR WEEKS** prior to closing to accommodate any unforeseen delays.
- Pumping of septic tanks two weeks prior to or during the dye test will invalidate the sewage system evaluation. A new evaluation will require a new evaluation fee. No sewage system evaluations should be requested where any septic or aerobic treatment tank(s) were pumped two weeks prior to obtaining this application.
- **No sewage treatment system dye testing will be conducted when the snow depth exceeds two inches, or if grass and brush exceed twelve inches, or if the septic tank has been pumped within the previous 30 days, or components such as septic tanks/aeration tanks, pump tanks and distribution boxes are not**

uncovered. (An additional \$21.00 transportation fee will be charged if these conditions are observed at the time of inspection)

- All household plumbing must be connected into the sewage system and will be inspected during the evaluation. Additional dye testing may be conducted to determine if certain plumbing fixtures are connected to the sewage system.
- **The evaluation is indicative of the function of the sewage system at the time of evaluation only and does not grant or imply any guarantee or warranty of the future performance of the system.**
- The sanitarian's evaluation does not determine the property line boundaries and does not establish whether the sewage treatment system being evaluated encroaches into neighboring properties.
- The dye test observation period may last up to 14 days depending upon water usage and system design.
- If the evaluation is not completed within 60 (sixty) days from the original date of application due to repeated cancellations/delays from the seller/buyer/realtor, the application and a refund (minus a transportation fee) will be returned.
- If a Class 1 or NPDES discharging system is in place, the applicant must furnish the health district a copy of a service/maintenance contract for the system and a copy of the most recent effluent sample results (samples only for NPDES). Class 1 and NPDES systems must have a maintenance service contract. NPDES systems must have annual effluent sample analysis to obtain a satisfactory evaluation in compliance with OAC 3701-29-19(E).
- Evaluation results will only be reported on the Health District report form and will be mailed and/or emailed to all the parties indicated on the application.

Please provide the information requested below and draw a sketch of where the sewage treatment system is known or assumed to be located:

Year built: _____ No. of bedrooms: _____ Date septic tank or aeration unit last pumped _____

Sewage Treatment System Location

I have read and agree to all the requirements and conditions of the HSTS evaluation.

Signature of Property Owner _____ **Date** _____

Date Paid _____ Receipt # _____ F:\5 Environmental Health\Waste Water Program\Wastewater Policy & Procedures\2020 Policy Manual\Existing HSTS\5. Existing HSTS Evaluation Application.docx