



OGLE COUNTY HEALTH DEPARTMENT
907 Pines Road, Oregon, IL 61061 (815) 562-6976

For Office Use Only: App. received

Inspection Date

Amount Paid

Ck #

SANITARY SURVEY APPLICATION FORM
Please complete as thoroughly as possible!

Property Address: _____ City: _____ PIN#: _____

Present Owner: _____ Phone: _____

House Empty? _____ If Yes, how long? _____ Year Built: _____ # of Bedrooms: _____

This survey is being requested by: [] Owner [] Attorney [] Realtor, Company Name _____ [] Other _____

Name _____ Signature _____ Phone _____

Lock Box # _____ **Report Needed by:** _____ Projected Closing Date: _____

Please provide name and phone # of person who will be meeting us on site unless house is empty:

Name _____ **Phone:** _____

☐ **I and the owner have read and understand the Sanitary Evaluation Procedures. (Box must be checked.) Failure to not have preparation for the inspection at time of inspection will result in rescheduling and follow-up fee. Electricity MUST be ON for inspection!**

WELL INFORMATION

We need to see the well and have access to a sampling point. The water being sampled should not go through house filters or water softener, if possible. If not in a well pit, the best spot to sample is the sample valve on the pressure tank or an outside spigot. Health department employees will not enter home UNLESS accompanied by owner, owner's authorized agent or an empty house.

Age of Well: _____

Type of Well: Community Water _____ Semi-Private Well _____ Shared Well _____ Private Well _____ Sandpoint _____

Location of Well: Basement _____ Outside _____ Pit _____ Other _____

Condition of Pit (if applicable): Watertight lid, solid walls, no water/flood marks: Yes _____ No _____

Filters: Water Softener _____ Reverse Osmosis _____ Ultraviolet _____ Whole House Filters _____

Abandoned Well on property: Yes _____ No _____ Unknown: _____

Is a 5-gallon bucket test needed? Yes _____ No _____

For vacant homes with no one present, Is there an operational outside faucet? _____ If yes, faucet is located _____

SEPTIC INFORMATION

THE TANK OUTLET LID MUST BE OFF AND THE OUTLET BAFFLE VISIBLE FOR TIME OF INSPECTION. For vacant (empty) homes, a piece of plywood or similar material may be placed over the hole, so nothing falls in. If there is a drywell, both septic tank and drywell will need to be open.

If no septic installation information is available from our records, usually before 1991, our report will state "We were not supplied with enough information to verify the existence of a septic field", unless we are supplied with more information or if the field lines are uncovered enough to verify its existence.

Age of Septic System: _____ **Installed by:** _____

Type of Septic System: Private _____ Public _____

Components in Septic System: Lift Station _____ Aeration _____ Drywell _____

Type of Lid (Must Mark One): Cement _____ Plastic _____ Other _____

Depth of Tank (Must Mark One): Greater than 4 feet _____ Less than 4 feet _____

Please Note! Any open evaluation that has had no activity after our initial inspection will automatically be closed one (1) month from the original order date. If the file needs to be re-opened, a new application and fee will be required

Please complete the second page. Includes type of inspections and what is included. -->

Please mark the type of evaluation you are requesting:

Note: Documentation of the septic system or well construction will be sent upon request, if on file.

Well & Septic ☐ \$200.00	Includes site inspection of well; visual inspection of septic for signs of septic failure, including 15 min. 3 faucet test. Inspection will also include the initial water sample testing for Coliform bacteria and Nitrates.	
Well Only ☐ \$200.00	Includes site inspection of well; plus, water testing of bacteria and nitrate.	Charges will apply if additional samples are needed. Nitrites and lead not included. Must request separately.
Septic Only ☐ \$200.00	Includes visual inspection for signs of failure along with 15 minute 3 faucet test; in addition to services requested in this application. Site will also be inspected for evidence of abandoned wells.	
One-Two Day Service ☐ \$100.00	Inspection will be done within 1-2 days of receipt of completed application. Lab results cannot be rushed. Note: No inspections for wells will be done on Fridays. No holiday inspections.	This fee is in addition to any other fee listed.

Other Fees that may occur:

Follow-Up Visit on pending evaluations: \$50+ lab fees - must be paid prior to return to site unless other arrangements have been made.**Lab Priority Courier Surcharge Fees:** Urgent inspections with water samples for pick up requested for Thursday within 72 hours, 48 hours and 24 hours will have the appropriate fee incur. See procedures for more details.**Failed Inspection \$50** - must be paid prior to return to site unless other arrangements have been made. (unable to access a sampling point; unable to see top of well; lid not off of septic tank, etc)**REQUIRED:** Please attach sketch a drawing of the site. This should include location of well and septic in relation to the house.Check **ONE ONLY:** ☐ Fax Report _____ ☐ Email Report to: _____☐ Mail Report to: Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Payment Options: ☐ Cash ☐ Check ☐ Credit Card (Service Fee is applied from card provider. See next page to fill out.)**NOTE: SANITARY EVALUATIONS MUST BE PAID BEFORE THE REPORT IS RELEASED.
ALL FEES ARE NON-REFUNDABLE.****If canceled within 24 hours, a trip charge of \$50.00 will be added to the next appointment.**



Credit Card Payment Authorization Form

Payment will be submitted day of inspection. Service fee will be applied. This paper will be shredded after payment is submitted.

AMEX, VISA, MC, Discover

Name on Card: _____

Billing Address: _____

Credit Card #: _____

Expiration Date: _____ CRV Code: _____





Ogle County Health Department	
Title: Sanitary Survey (Well and Septic) Policy	
Chapter: Environmental Health	Policy #EH01
Implemented: 4/28/2021	Reviewed/Revised: 03/30/2023

Purpose: A policy defining the inspection, observations, and tests to be performed during the sanitary survey of the well and septic system for home sales.

Vacancy: The homeowner or a representative must be present unless the house is vacant. Vacant means all items have been moved out of the house. If you have questions on vacancy, please let the inspector know.

Procedure:

Request Application: The homeowner or realtor can obtain the appropriate sanitary survey application form along with the sanitary survey preparation form from the Ogle county website or sent to them directly by an inspector. These sheets will verify what is required of them at time of inspection.

Fill Out Application: The application should be filled out with as much information as possible. The owner's information must be provided. If the house has been empty, it should be noted for how long. House emptiness means less usage and may affect the effluent in the septic tank and require water to be run to make sure tank is at appropriate level for flow test (noted later). Contact information must be listed for who will be there at time of inspection (Realtor, Homeowner, or other representative). The type of evaluation must be marked based on the requester's needs. A well inspection includes the first bacteria and nitrate lab analysis. One-two day service requests are on a first come first serve basis. If you think you need to request this, please call the inspector for availability first. The box labeled survey being requested by must be filled out to include the person requesting the survey information, relation to the property, and the projected closing date. It must be noted where the inspection report should be sent to via fax, email, or mail. The realtors have the option on their application form to receive a bill for the title company closing to cover the cost, but must provide a credit card number in case the sale falls through. Otherwise, homeowners and realtors can pay with check or cash at time of inspection. Receipts can be emailed after return to the office. Credit card can also be used to pay for inspections, however there is a service fee to the site we use for this. This requires the credit card form to be filled out (third page).

Set Up Appointment: For the inspection, regular hours for the appointments are Monday 10:30 AM and after. Inspections can be requested for Wednesdays 10:30 AM and after, but lab surcharge fees will be applied to the regular fees if within a 72 hour time frame. The fees are as follows: within 72 hours \$50.00, within 48 hours \$100.00 and within 24 hours \$200.00. These times are due to the time the water samples are picked up on Tuesday and by request Thursday, as samples cannot be past 30 hours old or the sample will be discarded. Office hours are 8:30 until 4:30 PM.



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REQUIREMENTS to Prepare for Inspection: Do not pump septic tank before inspection. It is the homeowner's responsibility to have the **septic outlet lid uncovered and off** or inspection pipe lid off (4-inch pipe off the septic tank) before time of inspection. **If it is buried, it will need to be dug up by the homeowner, contractor or another representative. If it is a cement lid, it will need to be lifted off. If it is a plastic lid, it needs to have overgrowth removed and be unscrewed. If it is the 4-inch pipe off of the septic tank, it needs to be popped off.** If you or a representative will not be there for the inspection, plywood or an item similar may be used to cover the hole until the inspector arrives. The inspector will put that item back over the hole. If this is not done before the inspection, the inspection will be rescheduled and a follow-up fee in accordance with the Ogle County Environmental Fee schedule will be assessed. If the well and storage tank is in a pit, please have the cover to the pit uncovered or ready to remove by the representative there (if not vacant). Flush all faucets inside and outside, if possible. This will make sure there is no stagnant water in the pipes. A sample will be taken from the sample valve of the storage tank or an outside spigot. Please flush these too, so an adequate sample can be taken. If you request the sample valve, it must be 6 inches off the ground. If the storage tank is in the basement or crawl space that is difficult to get to, the department asks that a picture be taken of it and shown at time of inspection. The inspector will need to view it otherwise. If it cannot be viewed, it will be noted on the report that it could not be viewed and a reason why. From there, it would be up to all the parties involved to figure out next steps.

Septic Inspection:

1. The septic system will be verified on the type of system it is by the inspector to determine how to run the flow test.
2. On the septic tank, the outlet baffle will be verified that it is in place and in good repair with the camera.
 - a. If there is an outlet baffle filter, it will be verified that it has been maintained.
3. It will be determined by the scum layer if there will be recommendation to pump the septic system.
4. **Flow Test:**
 - a. The homeowner or representative will turn on 3 faucets inside the house and run for 15 minutes. This is called a flow test.
 - b. After the 15 minutes is complete, the inspector will verify that the water has not risen to over half the outlet pipe. If it does, the septic system has failed inspection. In the case the outlet pipe is not visible, an initial measure of the water and after measure of the water level will be taken to verify the water has not risen over three inches. If it does, the septic system has failed inspection.



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- c. If a septic system fails inspection, it will be noted on the report and a picture should be taken, if possible. Homeowner or representative will be given the directive to contact a contractor for identifying the problem and next steps.
- d. A notice will be sent either on the report and/or separately that the septic system must be repaired or at minimum started the process for the repair within 30 days of the notice as it would be in non-compliance with the Ogle County Septic Code 10-4C-4: Exposure to Sewage. **If the home sale falls through, the septic system must still be repaired or at minimum started the process for repair within 30 days of the notice as it would be in non-compliance with the Ogle County Septic Code 10-4C-4: Exposure to Sewage.**
5. If the system has a lift station, the inspector will verify the lift station is working by the test switch, if possible. If not, the flow test will have to run until the lift station is turned on.
6. If it is an aeration system, the inspector will verify that the aeration pump is running and that the chlorinator has chlorine tablets in it.
7. The inspector will verify that the yard where the septic field should be does not have any wet areas. If there is a wet area, this is a sign of septic field failure.

Well Evaluation and Water Sample:

1. The inspector will verify if the well is at grade or in a pit.
 - a. If the well is in a pit, the inspector will verify that the well pit is watertight and has a watertight lid. Due to the safety and health hazards in relation to a pit, the inspector will not get down in the pit. The inspector will estimate the height of the casing and record this information on the checklist.
2. At grade well: The inspector will measure the height of the casing, not including the cap. The casing height must be 8 inches or greater and not floodable. If the casing is less than 8 inches or floodable, the casing may have to be extended. It will be noted on the report. A picture of the well will be taken.
3. The inspector will verify the well cap is an approved water well cap and is vented and in good repair.
4. To the best of the inspector's ability, the immediate area of the property will be spot checked for any visible signs of any abandoned wells that have not been sealed. If one is found that has not been sealed, the well must be sealed within 30 days of notice. **If the home sale falls through, the well must still get sealed within 30 days of the notice.** A picture will be taken of any abandoned wells.
5. **Five Gallon Bucket Test (Must let inspector know if this is needed):**



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- a. If it is an FHA loan, a five-gallon bucket test should be conducted. If the loan provider or other parties requests the 5-gallon bucket test, it should be conducted. This will be done off of an outside spigot, if possible. Take the five-gallon bucket and put it under an outside spigot or the bath tub sink and time how long it takes to fill the bucket. It will be recorded.
6. **Taking The Water Sample**: The water sample is taken after the septic system inspection, because the water will have already been run for 15 minutes.
 - a. The inspector will ask where the water was run from before arrival.
 - b. The faucet will either be flamed for at least 15 seconds or swabbed with an alcohol wipe to verify that the faucet is free of contamination for the sample.
 - c. The inspector will run the water for an additional minute at full force, then turn it to a pencil-sized flow.
 - d. The inspector will take the bacteria bottle and carefully open it without touching the inside of the cap or bottle, fill the bottle to the 125 mL line and replace cap carefully without contaminating the inside of the cap or bottle.
 - e. The inspector will take the nitrate bottle and fill to the bottom of the neck of the bottle.
 - f. The inspector will turn off the water.
 - g. If the water sample comes back with bacteria, the well should initially be chlorinated to clear the bacteria. If chlorination(s) determine a problem, a flood chlorination or blow out of the well can be done. If this does not solve the problem, the well will need to be further investigated by a licensed well driller. **If the sale falls through, the problem must be fixed within 30 days of the notice.**
 - h. If the sample comes back over 10 mg/L for nitrate, it will be recommended that pregnant women and children under the age of 2 should not drink the water. It can be rectified by a reverse osmosis system. If the sample comes back over 20 mg/L for nitrate, no one should drink the water. It should be investigated to determine the issue and problem be fixed. **If the sale falls through, the problem must be fixed within 30 days of the notice.**

Report: The report will be created when back in office. When the water sample results are received (typically 2-5 business days depending upon how busy the lab is), they will be added to the report. As long as all fees have been received, the department will send the report via the requested method and location on the application.