Meeting Health Department requirements for “Sign Off”

Zoning and building permit reviews require a Will County Health Department “Sign Off” (permits including but not limited to pools, sheds, garages, driveways, irrigation systems, remodels, additions, decks, porches, patios, pole barns). A site plan is required before this department can sign off on any proposal. The site plan is a drawing, usually to scale, that indicates exact location of all existing and proposed structures, parking areas, decks, pools, etc. The following distances are the minimum allowed to any portion of a private sewage disposal system. There is a $20 fee for all sign offs.

- Structures (house, garage, shed, above ground pool, deck, parking areas, etc.) must be 10 feet away from any part of the septic system.
- In ground pool, must be 25 feet away from any part of the septic system.

The Health Department may have a copy of the layout of your septic system to assist you in providing a scaled site plan. The owner can call the Health Department with the Parcel Identification Number (PIN) located on a tax bill.

Case #1: A septic installation permit is on file at Environmental Health

A.) A copy of the final inspection drawing will be provided to the homeowner by fax, mail or can be picked-up when requested. NOTE: This drawing is not to scale.
B.) The final inspection septic drawing needs to be transferred to scale and drawn on the homeowner’s site plan by the homeowners or contractor.
C.) WCHD will verify that the scaled site plan is in compliance with the Will County Sewage Treatment and Disposal Ordinance.
D.) There is a $20 fee for all sign offs.

Case #2: No record of a septic permit exists.

A.) Homeowner must locate all components of the private sewage disposal system. This may require the assistance of a licensed private sewage contractor. WCHD cannot be responsible for locating undocumented systems.
B.) The homeowner must overlay the septic information onto a scaled site plan and submit it to the Health Department, Environmental Dept.
C.) Once located, the system must be physically marked on-site with (spray paint or similar markings). WCHD will verify septic location via a service request. There is a $65 fee for all septic verifications.
D.) WCHD will verify site plan compliance with the Will County Sewage Treatment and Disposal Ordinance.

North Branch Office: 323 Quadrangle Dr. Bolingbrook, IL 60440 (630) 679-7030
- Wheatland, DuPage, Plainfield, Lockport, Homer Townships.

Joliet Branch Office: 501 Ella Ave. Joliet, IL 60433 (815) 727-8490 –
- Troy, Joliet, New Lenox, Jackson, Wilton, Channahon, Manhattan, Florence, Wilmington, Reed Custer/Wesley Townships.

East Branch Office: 5601 W Monee-Manhattan Rd Ste. 109, Monee, IL 60449 - (708) 534-5721
- Frankfort, Monee, Green Garden, Will, Crete, Peotone, Washington Townships.