

Central Michigan District Health Department
Time of Transfer Onsite Sewage and Well Evaluation
Buyer and Seller Procedure

If you are buying or selling a home, staff from the Central Michigan District Health Department (CMDHD) or [CMDHD certified inspectors](#) must evaluate the onsite sewage disposal system and water well to ensure they are functioning and constructed properly. Regardless of who you choose for your inspection, the following information will help expedite the process.

1. A copy of the mortgage survey, legal description, site plan and/or any prior inspections.
2. An accurate plot plan showing location of the well and any neighboring wells within 100 feet of the property line, the septic tank(s) and drainfield on the property, and any neighboring sewage systems within 100 feet of the property line, and all buildings, driveways, surface waters, etc.
3. The homeowner should stake the four corners of the drainfield when no accurate permit or plot plan is available. A 3-4 inch auger hole will be dug by the inspector down into the drainfield. Additional holes may be necessary in the drainfield area and replacement area to determine the condition of the drainfield.
4. The septic tank(s) lids shall be uncovered and freed so that they can easily be removed during the inspection.
5. The homeowner is responsible for hiring a licensed septage hauler to pump the tank(s) if the tank(s) have not been pumped in the last *five (5) years*. The septage hauler shall provide the owner with a written report stating the size, condition, and any problems noted with the tank(s). It is recommended that the tank(s) be pumped during the onsite sewage system inspection or after the inspection. A copy of the pumping record shall be provided to the inspector.
6. The well shall be visible so the location and construction can be verified. A copy of the well log should be provided, if available. If a well log is not available, information as to the well's depth, diameter, and age may be obtainable from previous owners, neighbors, or a licensed well driller.
7. An authorization report will be issued by CMDHD. The report will indicate if repairs are required, repairs are recommended, or if no action is required.
8. If repairs are required, a corrective action plan must be submitted within ten (10) days. Corrective actions that are not able to be completed by the closing date will require submittal of an escrow agreement indicating an escrow amount 1.5 times the estimated cost of repairs has been executed and the name of the company holding the escrow. Include a

contract with a licensed/registered contractor for completion of necessary repairs. Repairs must be completed within 180 days of closing. CMDHD will issue a release of escrow when repairs have been completed.

If requesting CMDHD to conduct the property evaluation, the owner or owner's representative must complete an application requesting the evaluation and have legal authority to grant permission to access the property. Occupants of the property are to be notified by the owner that CMDHD will be completing an evaluation of the property and will require access for evaluation purposes.

The owner or owner's representative is responsible for scheduling an evaluation with CMDHD and an authorized person must accompany the evaluator during the inspection. An evaluation will be scheduled when a completed application and required fee has been received. Evaluations are done Monday, Tuesday, and Wednesday. Certified inspectors may be more flexible in scheduling. A report will be sent to the applicant within five working days after the evaluation and all required documents, including water sample results, have been received.

To expedite the evaluation process and avoid delays in closing, arrangements for an evaluation should be made as soon as the property is placed on the market. A completed evaluation is valid for 24 months from the date it is issued.

Wells will be reviewed for compliance with Act 399, Michigan's Safe Drinking Water Act and Act 368, P.A. 1978, Michigan's Groundwater Quality Control Rules and Regulations. Wells will be tested for coliform bacteria and nitrates. On-site sewage disposal systems will be reviewed for conformance with the Central Michigan District Health Department Sanitary Code. When corrections are needed to comply with applicable standards, those corrections will be specified.

Checklist

Do you have?

1. Legal description of the property.
2. Plot plan.
3. Survey if possible.
4. Septic tank lid uncovered.
5. Corners of the drainfield marked.
6. Application for CMDHD evaluation.
7. Evaluation fee. Fees are available at [CMDHD Fees](#) or by calling 989-773-5921 ext. 3.
8. [CMDHD certified inspectors](#) have their own application process and fees.

Questions?

Call 989-773-5921 extension 3.