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Livestock Environmental Permitting Program
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Permit to Install

A Permit to Install (PTI) is a license issued by the director of the Ohio Department of Agriculture (ODA) to farmers who are in the planning stages of developing or modifying a Concentrated Animal Feeding Facility (CAFF). This permit is the first step in the process of operating a CAFF in the state and its purpose is to help assure the proposed building, its facilities and location will adequately support such an operation.

When is a Permit to Install required?

A farmer must submit a Permit to Install and a Permit to Operate (see “Permit to Operate” fact sheet) at the same time to the department before starting any new construction or modification of a CAFF. A modification to a farm would include: an increase in the design capacity of an existing facility by 10 percent or more (animals); any structural change that would alter compliance with siting criteria; any changes to their Insect and Rodent Control Plan; various changes for National Pollutant Discharge Elimination System (NPDES) operations, including changes to the operation after a permit was issued or changes in rules or standards; and changes to the manure storage or treatment facility that result from an expansion of more than 10 percent in treatment or storage capacity, a significant change in technology, or closure of part of the manure storage or treatment facility.

Where can I find the Permit to Install application?

Applications are available by calling the Ohio Department of Agriculture Livestock Environmental Permitting Program (LEPP) at (614) 387-0470 or visiting the LEPP office at 8995 E. Main St. in Reynoldsburg. They are also posted on the LEPP website at: www.agri.ohio.gov/divs/LEPP/Lepp.aspx.

What should a Permit to Install include?

When submitting a Permit to Install to the department, the applicant can expect to supply the following information:

- Name and address of the applicant(s), all partners/members (if the applicant is a partnership/LLC), all officers and directors (if the applicant is a corporation), or any other person who controls or has a right to control the operation.
- Type of livestock, the number of animals for which the facility is designed (design capacity), and the anticipated beginning and ending dates for construction.
- Statement of the quantity of water the facility will use on a daily and annual basis, basis for the calculation, and the water source.
- Copies of water well logs within a 1,000-foot radius of the manure storage or treatment facility on file with the Ohio Department of Natural Resources and the locations of those wells.



- A scaled map to show the dimensions of the manure storage or treatment facility, boundaries of the CAFF, location and siting distances from the manure storage or treatment facility, and the approximate location of all known subsurface drains within 100 feet of the proposed manure storage or treatment facility.
- Results of subsurface geological study of the area, including information on soils; groundwater sampling and analysis; hydrology; and geology and topography of the land area used for the manure storage or treatment facility.
- Designs, plans, and detailed engineering drawings for the proposed construction of the facility.
- Grading plans designed to manage storm water runoff.
- A General NPDES Permit for construction storm water is required, and it should include plans to minimize water quality impacts during construction using best management practices for erosion and sediment control.
- A list of the type (percent solid or liquid, and/or density), amount (pounds, tons, cubic yards, gallons) and nutrient content of manure expected from the manure storage or treatment facility.
- If the applicant has not operated a Concentrated Animal Feeding Facility in Ohio for at least two of the five years immediately preceding the submission of the Permit to Install application, the following background information must be supplied:
 - A list of all concentrated animal feeding facilities the owner/operator has or is operating in Ohio, elsewhere in the United States (including those that are regulated under the Federal Water Pollution Control Act), and outside the country.
 - A list of all administrative enforcement orders issued to the owner/operator, all civil actions in which the owner/operator was determined to be liable, and all criminal actions in which the owner/operator pleaded guilty or was convicted in connection with any violation of the Federal Water Pollution Control Act, the Safe Drinking Water Act, or any other applicable environmental state laws at any concentrated animal feeding facility in the United States.
 - A list of any violation of environmental laws of other countries that the owner is operating outside the United States.
 - All lists should include information of the five-year period immediately preceding the submission of the application.
- Proof of written notification of the intent to file a Permit to Install sent by certified mail to the Board of Township Trustees and Board of County Commissioners of the township and county in which a facility is or will be located. This is required for a Major Concentrated Animal Feeding Facility (MCAFF), which has a total design capacity of more than ten times the number of animals specified in the Large CAFF category. All facilities are required to contact township trustees and county commissioners, but for those below the MCAFF category, it can be less formal. Notification must include the anticipated travel routes and an approximate number of vehicles and the weights of those vehicles traveling to and from the facility. Farm owners and operators should also be prepared to work with and consult with local officials in addressing issues related to local government infrastructure needs and financing.

