



Addition Checklist – Land Use

For the addition to or modification of structures, a review is required. Additions or modifications will need to be submitted for review if: 1) they require an increase or alteration to this existing on-site sewage management system (OSSMS); or, 2) will require a site evaluation of the lot of OSSMS for compliance. The following is a checklist of items required for submission for review:

1. A completed addition application and a paid fee of \$150.00 if addition does not impact septic system. If increasing number of bedrooms or addition impacts septic system a paid fee of \$275.00.
2. Copy of the floor plan with all rooms labeled – does not have to be drawn to scale
3. A drawing that includes the following information:
 - a) Property lines and dimensions of the property – drawn to scale
 - b) Footprint (shape) of the house, and its location on the property - drawn to scale
 - c) Location and footprint (shape) of all existing structures (e.g., driveway, sidewalk, pool, patio, deck, shed) – drawn to scale
 - d) Location and footprint (shape) of the addition you are applying for – to include the dimensions of the addition and the distance from the property lines – drawn to scale

NOTE: a soil report cannot be used as the drawing – a separate drawing shall be submitted

NOTE: items listed in (a-d), **MUST** be drawn to scale using one of the following:

- 1" = 40'
 - 1" = 30'
 - 1" = 20'
4. For lots less than 1.5 acres, a Level 3 soil report will be required for swimming pools or additions of 500sqft or more.
 5. If increasing number of bedrooms, a Level 3 soil report will be required. Number of bedrooms based on current septic inspection report.

❖ **Please note that an original stamped Level 3 Soil Report from an approved soil classifier recognized by the State of Georgia Environmental Health Office may be required for any addition. If a soil report is required, the review will not be able to continue until that information is submitted. A list of approved soil classifiers can be found at: <http://dph.georgia.gov/wastewater-management>**

For your information:

If the existing septic system needs to be modified or relocated, you must obtain a permit. An additional fee will be required for the permit.

Please allow our office 10 working days to review the plans and site.