



**Gwinnett Environmental Health**  
 455 Grayson Highway - Suite 600  
 Lawrenceville, GA 30046  
 Phone: 770.963.5132  
 Fax: 770.339.4282  
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**Newton Environmental Health**  
 1113 Usher Street - Suite 303  
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**Rockdale Environmental Health**  
 1329 Portman Drive - Suite F  
 Conyers, GA 30094  
 Phone: 770.278.7340  
 Fax: 770.278.8919

*Audrey Arona, M.D., District Health Director*

## Commercial Septic System Permit Application

Application Date: \_\_\_\_\_

<p><b>OWNER INFORMATION</b></p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Home Phone (    ) _____</p> <p>Work Phone (    ) _____</p> <p>Fax (    ) _____</p> <p>Other Phone (    ) _____</p> <p>E-MAIL _____</p>	<p><b>AUTHORIZED AGENT INFORMATION</b> (if other than owner)</p> <p>Name _____</p> <p>Business Name _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Home Phone (    ) _____</p> <p>Work Phone (    ) _____</p> <p>Fax (    ) _____</p> <p>Other Phone (    ) _____</p> <p>E-MAIL _____</p>
<p><b>PROPERTY INFORMATION (must be completed)</b></p> <p><input type="checkbox"/> New Construction (Level 3 soil report required)</p> <p><input type="checkbox"/> Repair of an Existing Failing System (Level 3 soil report required)</p> <p style="padding-left: 20px;">For repairs, check if sewage is: <input type="checkbox"/> Backing up in house    <input type="checkbox"/> Surfacing in yard</p> <p><input type="checkbox"/> Addition to an Existing System (Level 3 soil report is required)</p> <p><input type="checkbox"/> Conversion of an Existing Residential Property into a Commercial Property (Level 3 soil report required)</p>	
<p>Property Address _____ City _____ ZIP _____</p> <p>Subdivision _____ Lot _____ Block _____</p> <p>Tax ID _____    <input type="checkbox"/> O.K. to Enter Yard    <input type="checkbox"/> Fence with Gate    <input type="checkbox"/> Dogs in Yard</p> <p>Garbage Disposal: <input type="checkbox"/> Yes    <input type="checkbox"/> No    Property Water: <input type="checkbox"/> Public    <input type="checkbox"/> Well    Lot Size (Sq. Ft.)** _____</p> <p style="text-align: right; font-size: small;">**1 acre = 43,560 square feet</p> <p>Stub Out Location: <input type="checkbox"/> Basement (w/ Plumbing)    <input type="checkbox"/> Basement (w/o Plumbing)    <input type="checkbox"/> Crawl Space    <input type="checkbox"/> Slab</p> <p>Check all below that are on or within 100' of property and indicate location:</p> <p><input type="checkbox"/> Creeks    <input type="checkbox"/> Ponds    <input type="checkbox"/> Well, Spring, Sink Hole    <input type="checkbox"/> Embankments    <input type="checkbox"/> Gullies</p> <p>Locations _____</p>	
<p>Type of Building:    <input type="checkbox"/> Church    <input type="checkbox"/> Motel    <input type="checkbox"/> Store/Business    <input type="checkbox"/> Personal Care Home</p> <p style="padding-left: 40px;"><input type="checkbox"/> Restaurant    <input type="checkbox"/> Other _____</p> <p>Complete if a Personal Care Home: # of Residents _____ # of Employees _____    Garbage Disposal: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>Describe Project (if an addition, list all additions with dimensions)</p>   	
<p>Once permit is approved to install an on-site sewage management system, the permit expires twelve (12) months from date of issue. Issuance of a construction permit for an on-site sewage management system and subsequent approval by GNR Environmental Health Department (GNR EH) shall not be construed as a guarantee that such system will function satisfactorily for a given period of time. GNR EH does not assume any liability for damages which are caused by the malfunction of such system.</p>	
<p>OWNER'S/AUTHORIZED AGENT'S SIGNATURE _____</p>	



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## Commercial Septic System: New Construction Permitting Requirements

For the submission of an application for a septic system on new commercial construction site, the following items must be provided:

1. A completed *Commercial Septic System Permit Application* and applicable fees paid to the respective county.
2. A Level 3 soil report will be required for the review of the application.
3. Provide commercial site plan (see “Commercial Site Plan Requirements” on next page).
4. Provide building plan showing floor layout to include:
  - a. Square footage
  - b. Areas identified for usage
  - c. Number of employees
  - d. Any other items that may affect the location or design of the on-site sewage management system (OSSMS)
5. Environmental Protection Division (EPD) review and approval if non-domestic waste is to be produced

### **When an Engineered Site Plan is required**

Please be advised that after review of the submitted information it may be determined that the property will require an engineered site plan (see “Engineered Site Plan Requirements” on next page). Typically, engineered site plans will be required when there are challenging limitations of the lot. You will be notified if an engineered site plan is required for your permit application.

Please allow our office 10 working days to review the plans and conduct a site visit. We will contact you if any questions arise.

### Commercial Site Plan Requirements:

- Scale 1" = 20'
- Lot dimensions
- Ground run topo on 2 foot intervals
- All proposed topo changes on 2 foot intervals (grading plan).
- Transposed soils – minimum Level 3 or higher soil map overlaid on plat
- Outer building dimensions
- Building location
- All auxiliary structures to include outer dimension and location
- All existing structures to include outer dimensions and location
- All driveways, paved or unpaved parking areas, any on ground storage areas (paved or unpaved), any loading/unloading areas (paved or unpaved)
- All walkways, patios, decks, etc.
- Location of trash receptacle pad
- Original and repair on-site sewage management system (OSSMS) (septic tanks, distribution devices, absorption fields and all other required OSSMS components). Original and repair OSSMS must be shown at 100% length with reductions to be given at time of permit issuance if applicable
- Finished floor elevations of basement and main floor (for new construction only)
- Invert stub out location (for new construction only)
- All flood plains or flood hazards
- All bodies of water (streams, ponds, lakes, rivers, etc.) to within 50 feet of the property line
- All potable, non-potable and/or capped wells and all springheads within 100 feet of the property line
- All easements and buffers
- Location of proposed or existing underground utilities
- All detention ponds and/or drainage or detention structures
- All OSSMS codes apply to the design and location of the OSSMS systems
- All OSSMS design calculations
- Any other items that may affect the location or design of the OSSMS
- Calculations for operations with BOD<sub>5</sub> and TSS > 200 mg/l that require pretreatment to reduce BOD<sub>5</sub> and TSS to 200 mg/l or below.

### Engineered Site Plan Requirements (when required by the health department)

- All requirements met above (“Commercial Site Plan Requirements”); and
- A copy of current in force liability insurance certificate with limits of liability of no less than one million dollars.
- The engineered site plan shall bear the seal and signature of the designer and include the following statement: **I certify this on-site sewage management system meets the minimum design requirements established by the department of Public Health. I have made a site visit to verify the system can be installed as designed in accordance with these regulations.**