



**Gwinnett Environmental Health**  
 455 Grayson Highway - Suite 600  
 Lawrenceville, GA 30046  
 Phone: 770.963.5132  
 Fax: 770.339.4282  
[www.gnrhealth.com](http://www.gnrhealth.com)

**Newton Environmental Health**  
 1113 Usher Street - Suite 303  
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 Phone: 770.784.2121  
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 Audrey Arona, M.D., District Health Director

**Rockdale Environmental Health**  
 1329 Portman Drive - Suite F  
 Conyers, GA 30094  
 Phone: 770.278.7340  
 Fax: 770.278.8919

## Residential Septic System Permit Application

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

New Construction    
  Repair of Failing System    
  Addition

<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>*Contractor: _____</p> <p><small>*If you have chosen a septic contractor, they may act as your agent in applying and picking up a repair permit. However, you must indicate this is the contractor of your choosing.</small></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>
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Property Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Tax ID \_\_\_\_\_

Total Current # of Bedrooms \_\_\_\_\_ Additional Proposed # of Bedrooms (if applicable) \_\_\_\_\_

Garbage Disposal:  Yes  No     Property Water:  Public  Well     Lot Size (Sq. Ft.)\*\* \_\_\_\_\_

\*\*1 acre = 43,560 square feet

Stub Out Location:  Basement (w/ Plumbing)  Basement (w/o Plumbing)  Crawl Space  Slab

Check all below that are on or within 100' of property and indicate location:

Creeks     Ponds     Well, Spring, Sink Hole     Embankments     Gullies

Level 3 Soil Report *(Required for new construction, repair permits, and additions requiring modification to the existing septic system.)*

Type of Structure:  Single Family Residence     Multi-family Residence     Other: \_\_\_\_\_

*Repair or addition please complete this section*

When was tank last pumped? \_\_\_\_\_      O.K. to Enter Yard     Fence with Gate     Dogs in Yard

Check if sewage is:  Backing up in house     Surfacing in yard

Describe Addition (include dimensions):

\_\_\_\_\_

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.

OWNER'S/AUTHORIZED AGENT'S SIGNATURE \_\_\_\_\_



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## Residential Septic System: Addition Permitting Requirements

For the addition to or modification of structures, a review is required. Additions or septic modifications will need to be submitted for review following either checklist A or B below.

A. On-site Septic Management Systems **requiring** modification

1. A completed *Residential Septic System Permit Application* and applicable fees paid to the respective county.
2. Copy of the floor plan with all rooms labeled for existing home and all additions to property – 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
  - e) Must show 1,300 square foot of available area per bedroom dedicated for future septic repair (soil suitability will be determined upon review of the Level 3 soil report)
  - f) A drawing shall be submitted with items (a-e) listed above and **MUST** be drawn to scale using one of the following:
    - 1" = 40'
    - 1" = 30'
    - 1" = 20'
4. A Level 3 soil report or higher is required for additions requiring modification to the existing septic system [e.g., OSSMS modification required (increasing # of bedroom additions, additions that impact septic drain field, etc.). If an approved Level 3 soil report is already on record with this department, it may be utilized.

For your information:

- Please note that an original stamped Level 3 Soil report from an approved soil classifier recognized by the State of Georgia Environmental Health Office will be required for any additions requiring septic system modification. Since 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>.
- Please allow our office 10 working days to review the plans and conduct a site visit.

B. On-site Septic Management Systems **not requiring** modification

1. A completed *Residential Septic System Permit Application* and applicable fees paid to the respective county.
2. A Level 3 soil report is not required for this type of addition. However, obtaining a Level 3 soil report is highly recommended.
3. Copy of the floor plan with all rooms labeled for existing home and all additions to property – does not have to be drawn to scale.
4. 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
  - e) Must show 1,300 square foot of available area per bedroom dedicated for future septic repair (a Level 3 soil report is recommended to determine soil suitability)
  - f) A drawing shall be submitted with items (a-e) listed above and **MUST** be drawn to scale using one of the following:
    - 1" = 40'
    - 1" = 30'
    - 1" = 20'

For your information:

- If it is determined the existing septic system needs to be modified or relocated, you must also obtain a *Residential Septic Permit* and Level 3 soil report at that time. A list of approved soil classifiers can be found at: <http://dph.georgia.gov/wastewater-management>.
- An additional fee will be required for a *Residential Septic System Permit* (if required).
- Please allow our office 10 working days to review the plans and conduct a site visit.