



## ENVIRONMENTAL HEALTH OFFICES

### GWINNETT

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### NEWTON

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### ROCKDALE

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Conyers, GA 30094  
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## COMMERCIAL SEPTIC SYSTEM PERMIT APPLICATION

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

### OWNER INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_  
Other Phone ( ) \_\_\_\_\_  
E-MAIL \_\_\_\_\_

### AUTHORIZED AGENT INFORMATION (if other than owner)

Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_  
Other Phone ( ) \_\_\_\_\_  
E-MAIL \_\_\_\_\_

### PROPERTY INFORMATION (must be completed)

- ☐ New Construction (Level 3 soil report required)  
☐ Repair of an Existing Failing System (Level 3 soil report required)  
    For repairs, check if sewage is: ☐ Backing up in house ☐ Surfacing in yard  
☐ Addition to an Existing System (Level 3 soil report is required)  
☐ Conversion of an Existing Residential Property into a Commercial Property (Level 3 soil report required)

Property Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

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

Current # Bedrooms \_\_\_\_\_ Proposed # Bedrooms \_\_\_\_\_ Tax ID \_\_\_\_\_

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

Locations \_\_\_\_\_

Type of Building: ☐ Church ☐ Motel ☐ Store/Business ☐ Personal Care Home

☐ Restaurant ☐ Other \_\_\_\_\_

Complete if a Personal Care Home: # of Residents \_\_\_\_\_ # of Employees \_\_\_\_\_



DESCRIBE PROJECT (if an addition, list all additions with dimensions)

ADDITIONAL INFORMATION (if needed)

If it is determined the existing septic system needs to be modified or relocated, you must also obtain a Residential or Commercial Septic System Permit 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 or Commercial Septic System Permit (if required). Please allow our office 10 working days to review the plans and conduct a site visit.

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

OFFICE USE ONLY

☐ APPROVED    ☐ DISAPPROVED    Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMMERCIAL SEPTIC SYSTEM: REPAIR PERMITTING REQUIREMENTS

For the submission of an application for a commercial septic system repair, the following items must be provided:

1. A completed *Commercial Septic System Permit Application* and applicable fees paid to the respective county.
2. Provide three (3) copies of the engineered site plan if required (see “Engineered Site Plan Requirements” on the next page).
3. A Level 3 soil report will be required for the review of the application.

If an approved Level 3 soil report is already on record with the Health Department, it may be utilized. If your property does not have an approved Level 3 soil report on file, an original stamped Level 3 soil report from a certified soil classifier recognized by the State of Georgia Environmental Health Office is required. A list of approved soil classifiers can be located at: <http://dph.georgia.gov/wastewater-management>

### When an Engineered Site Plan and Level 4 soil report may be required

Please be advised that after review of the submitted information (items 1 and 3 above) it may be determined that the property will require an engineered site plan (see “Engineered Site Plan Requirements” on the next page). Typically, engineered site plans will be required when there are challenging limitations with the lot. You will be notified if an engineered site plan is required for your permit application.

Our staff may require Level 4 soil report when alternative on-site sewage management systems are proposed and/or additional soil data are needed to adequately address site suitability and/or system design.

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

**Engineered Site Plan Requirements (when required):**

- ☐ 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
- ☐ 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.
- ☐ Include a building plan showing:
  - Floor layout to include square footage and areas identified to usage
  - Number of employees in building
  - Environmental Protection Division (EPD) review and approval if non-domestic waste is to be produced
  - Any other items that may affect the location or design of the OSSMS
- ☐ 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.**