



ENVIRONMENTAL HEALTH OFFICES

GWINNETT

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866.265.4293

NEWTON

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Covington, GA 30014
770.784.2121
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ROCKDALE

1329 Portman Drive, Suite F
Conyers, GA 30094
770.278.7340
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RESIDENTIAL SEPTIC SYSTEM PERMIT APPLICATION

Application Date: _____

[] New Construction [] Repair of Failing System [] Addition

OWNER INFORMATION

Name _____
Address _____
City, State, Zip _____
Home Phone () _____
Work Phone () _____
Fax () _____
Other Phone () _____
E-MAIL _____
*Contractor: _____

AUTHORIZED AGENT INFORMATION (if other than owner)

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

*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.

PROPERTY INFORMATION

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 _____

[] 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

If applying for a repair permit, check if sewage is: [] Backing up in house [] Surfacing in yard



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

ADDITIONAL INFORMATION (if needed)

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 _____

OFFICE USE ONLY

APPROVED DISAPPROVED Inspector Signature _____ Date _____

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. A 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) Three (3) copies of the 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) Three (3) copies of the 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.

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

Please be advised that after review of the submitted information from either checklist A or B above it may be determined that the lot will require a residential engineered site plan (see “Residential Engineered Site Plan Requirements” on the 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. Three (3) copies will need to be submitted.

Residential 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 house dimensions
- House location
- All auxiliary structures to include outer dimension and location
- All existing structures to include outer dimension and location
- All driveways, paved or unpaved parking areas
- Swimming pools proposed or existing
- All walkways, patios, decks, etc.
- 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 main floor (and basement if applicable; new construction only)
- Invert stub out elevation
- 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 must apply to the design and location of the OSSMS systems
- 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.
- Residential engineered site plans 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.**

Additional Information For Consideration

Slab construction

On lots utilizing slab construction, installation of the on-site sewage management system may be required before final approval of the lot is given. If the plumbing stub-out is too deep a manhole which is set at grade and/or a pump system may be required. Grading a lot to accommodate a slab construction can void the permit and may cause exclusion of the lot.

Floor plan required for residential application

At time of residential permit application, the applicant must provide a drawing of the floor plan for the house. All floor levels must be included. At this time the number of bedrooms applied for must match the number of bedrooms shown on the floor plan.

The applicant must notify the Health Department if a change in house design, location and/or number of bedrooms occur. If the revised floor plan is not reviewed and approved the OSSMS permit may be voided. If the floor plan is modified to increase the number of bedrooms, another house floor plan is built, or the house location is changed without review and approval of the Environmental Health Department, the permit will be voided. A new application will be required to be submitted for review and fees charged for this review process.