



**ENVIRONMENTAL HEALTH OFFICES**

**GWINNETT**

455 Grayson Highway, Suite 600  
Lawrenceville, GA 30046  
☎ 770.963.5132  
📠 866.265.4293

**NEWTON**

1113 Usher Street, Suite 303  
Covington, GA 30014  
☎ 770.784.2121  
📠 770.784.2129

**ROCKDALE**

1329 Portman Drive, Suite F  
Conyers, GA 30094  
☎ 770.278.7340  
📠 866.551.0133

**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: NEW CONSTRUCTION PERMITTING REQUIREMENTS

For the submission of an application for new residential construction **not requiring** an engineered site plan, the following items must be provided:

1. A completed *Residential Septic System Permit Application* and applicable fees paid to the respective county.
2. Three (3) copies of a lot sketch or house location plan to include the following:
  - Sketch must be a minimum of 1" = 40' scale or larger (1" = 30' or 1" = 20")
  - Lot dimension must be shown
  - Scaled dimension of building showing correct location on sketch
  - The street or road name and location must be identified
  - Locations of existing or proposed wells, spring heads, or bodies of water within 100 feet of property lines
  - Scaled location of driveway, patio, deck, sidewalk, shed, any other structures or any other paved areas
  - Location of underground utilities existing or proposed
  - Location of plumbing stub-out
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 this 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>

4. A copy of the floor plan for all stories of the house. All rooms must be labeled. This does not have to be to scale.

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

Please be advised that after review of the submitted information from 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.

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.

### 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.