

# Habersham County Environmental Health Department

130 Jacob's Way STE 102 Clarkesville, GA 30523 Phone: 706-776-7659 Fax: 706-754-7127

## On-Site Septic Construction Application

### GENERAL APPLICATION INFORMATION

Applications may be submitted Monday – Thursday between 8:00 AM - 4:00 PM and Friday 8:00AM -2:00 PM

The following items must be received prior to processing all applications:

**Permit fees:**

LAND USE FEES	
Septic Construction Application (Residential)	\$200.00
Commercial Plan Review Fee	\$150.00
Septic Construction Application (Commercial)	
0-1000 gallons	\$350.00
1001-3000 gallons	\$450.00
3001-6000 gallons	\$550.00
6001-10,000 gallons	\$700.00
Advance Treatment Permit (ATU or ATS)	\$300.00
Pump System Fee	\$100.00+ application fee
On-Site Septic Addition/Modification	\$100.00
Septic System Re-Inspection Fee (after failed inspection)	\$150.00
Special Case Permit (for litigation) *illegal install fee	\$500.00
Septic Permit Renewal Fee (after expiration)	\$200.00

- You will need to obtain the **House/Building identification number (physical address)** from the Habersham County Planning & Development Department (phone# 706-839-0140). They are located at: 130 Jacob's Way, Suite 104 Clarkesville, GA. **This address/parcel ID will need to be visibly posted on the property.**
- An original Level 3 soil report by a certified soil classifier is required** for all new septic systems being installed. Repair and/or Addition/Modification permits may require a soil report based off the inspector's evaluation. A list of DPH certified soil classifiers is available at the Department office or by visiting: [www.dph.georgia.gov/environmental-health](http://www.dph.georgia.gov/environmental-health).
- A copy of the most recent recorded plat of survey and/or deed** must also be submitted. Consult with the Clerk of Superior Court (Phone #:706-839-0300) to obtain a copy of your recorded plat/deed. Failure to provide the information requested on this form may result in significant processing delays and/or the denial of your application.
- Stake or string** the property lines and new house site or additions (including decks, patios, porches, carports, garages, concrete parking or circular areas, other amenities, etc.). No grading/digging or filling are to occur on the lot as this will affect septic tank placement and could void the soil report.
- A **Georgia DPH certified septic contractor** must install the septic system. A list is available at the Department office or by visiting [www.dph.georgia.gov](http://www.dph.georgia.gov).

**Important!!!** On-site sewage management system permits are **valid for 12 months from the date of issue** and are not issued in the office. You will be contacted once the permit is ready. The application will be reviewed, and a site evaluation will occur. You may be asked to meet with the Inspector on the property to discuss house and septic system location. Once the septic permit has been issued, it is the owner's responsibility to take the permit to the building inspection department to apply for a building permit.

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Date: \_\_\_\_\_ Construction Permit Number: \_\_\_\_\_  
(For Department Use Only)

**Application Type (check one):**  Residential  Commercial  Pump System: (Residential or Commercial)  
 Advanced Treatment System or Unit  Addition  Modification

If addition/modification, please describe: \_\_\_\_\_  
\_\_\_\_\_

Proposed Facility Type (i.e. house, store, etc.): \_\_\_\_\_

County Map/Parcel ID: \_\_\_\_\_

Property Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Lot #: \_\_\_\_\_ Phase (if applicable): \_\_\_\_\_ Block (if applicable): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Mobile/Alternative #: \_\_\_\_\_

Email: \_\_\_\_\_

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Permit Applicant's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Or:

Same as above

Relationship to Property Owner (if applicable):  Tenant  Contractor  Power of Attorney or,

Other: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile/Alternative #: \_\_\_\_\_

Email: \_\_\_\_\_

Septic Contractor/Company (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Instructions: The applicant should provide as much information as possible on this form. The local board of health will issue OSSMS construction permits based on minimum standards after an assessment of site conditions, soil characteristics, and proposed daily wastewater flow. As a minimum, a site plan sketch; proposed daily flow (or number of bedrooms); and permission to visit the site must be provided. *Note: Where system components are not indicated by the applicant, the local board of health will permit minimum conventional system standards based on wastewater flow, soil characteristics, and site conditions.*

### GENERAL INFORMATION

<b>Gate Code (if applicable):</b>	<b>Would you like to schedule a site meeting prior to this evaluation? (please be aware that appointments may result in additional application review time and fees) Yes/No:</b>	<b>Are there any pets on the premises? Yes/No:</b>
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**Proposed Septic System Design (if applicable):**  Conventional  Chamber  Alternative  Pump  ATS or ATU  
 Other: \_\_\_\_\_

**Proposed Absorption Field Product (if applicable):**

<b>Stub Out Location (check all that apply):</b> 1. Slab <input type="checkbox"/> 2. Crawlspace <input type="checkbox"/> 3. Basement <input type="checkbox"/> 4. First Level over Basement <input type="checkbox"/>	<b>Water Supply (check one):</b> 1. Public <input type="checkbox"/> 2. Private Well <input type="checkbox"/> 3. Community Well <input type="checkbox"/> 4. Other: _____ <input type="checkbox"/>	<b>Proposed bedroom(s) or gallons per day:</b>
		<b>Garbage Disposal (Yes / No):</b>
		<b>Lot Size (acreage):</b>

### PROPOSED SITE PLAN SKETCH

The following information must be provided in the space below: 1) lot sketch showing lot dimensions, proposed building location/dimensions, proposed building line and side line distances; 2) street or road name; 3) well location if applicable and well locations on adjacent property; 4) driveway, patio or other paved surfaces; 5) underground utilities; 6) plumbing stub out and proposed drainfield location; 7) location of easements and flood plain; 8) replacement area, if necessary. *Note: Complex lots, commercial systems, or alternative systems may require accurately scaled site plans and/or engineered design plans.*



Check box if a site plan is attached

# DISCLAIMER

On-Site Sewage Management System permits are valid for 12 months from the date of issue according to the Rules and Regulations for the State of Georgia, Chapter 511-3-1-.03 section (3)(a). (See applicable initial permit fee schedule):

- As of 2/20/2000, any person/persons installing on-site sewage management system must be certified by the State or an approval for the system will not be issued.
- When installing a new system or a repair, if there are indications of unsuitable soils or other concerns please cease work and notify the Habersham County Environmental Health Department.
- The Habersham County Environmental Health Department may, after a site visit, recommend a Level 3 or Level 4 soil study if warranted by conditions on the property, such as rock, ground water, and/or surface water, which are the responsibility of the property owner.
- Inlet and outlet tees must be in place at the time of inspection. If inlet plumbing is not hooked to the building at time of inspection, inlet tee must be cemented or secured to tank.
- There must be sufficient space on the property to install original and backup conventional on-site sewage system for previously undeveloped lots.
- Trash/burial pits must be reported to the Habersham County Environmental Health Department.
- Sediment and soil erosion controls must be sufficient and remain in place.
- All surface and/or ground water must be diverted around sewage system.
- The Department must be informed of well locations on the property and any surrounding well locations within 100ft of existing or proposed septic system locations.
- For all systems including repairs, the amount of drain line must accommodate the number of bedrooms.
- If the water line is within 10ft of the drain line, it must be installed 12" or more above aggregate layer and encased by another pipe.
- Any modification to the lot that would adversely affect the on-site sewage management system, or the replacement area, could render the permit or the final approval void.
- In the event an on-site sewage management system, alternative system or soil fill installation is installed, notice shall be delivered to the owner of such property and in the event of new construction homes or commercial buildings, notice must be delivered to new owner, by the homebuilder/contractor, at the time of conveyance on such property stating the type of installation, design and maintenance needs.
- The Habersham County Environmental Health Department observes local watershed and trout stream setbacks, which may be greater than minimum standard setbacks outlined in the Rules and Regulations for the State of Georgia, Chapter 511-3-1.
- The local board of health will approve the construction of any equivalent system components that have been approved for use in the state of Georgia by the Department of Public Health under the condition the installation is performed in accordance with the Rules of the Department of Public Health, Chapter 511-3-1; the Georgia Manual for On-Site Sewage Systems; and current TRC product approvals. The issuance of a permit by the county board of health for the installation of any on-site sewage management system does not constitute a warranty or endorsement.
- Issuance of a construction permit for an on-site sewage management system and subsequent approval of same representatives of the Georgia Department of Public Health or County Board of Health shall not be construed as a guarantee that such systems will function satisfactorily for a given period of time; furthermore, said representatives do not by any action in effecting compliance with these rules, assume any liability for damages which are caused, or which may be caused by the malfunction of such system.

I hereby apply for an on-site sewage management system construction permit and agree that the system will be installed to conform to the requirements of the rules of the Georgia Department of Public Health Chapter 511-3-1. I have read and will comply with the additional requirements printed above and throughout this application. The above information as furnished is true and correct to the best of my knowledge. I do hereby give permission to the Health Authority to enter onto the property, at reasonable hours, for processing purposes of this application. I understand as an applicant and/or owner I am responsible for adverse soil conditions, such as rock or water tables, encountered. I understand that a final inspection is required and will notify the Habersham County Environmental Health Department upon completion of construction and before applying final cover.

\_\_\_\_\_  
Sign/Print Name

\_\_\_\_\_  
Date

# DIRECTIONS

GPS accessible

Or

Provide written directions to the property from 130 Jacob's Way, Clarkesville, GA 30523:

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