

Habersham County Environmental Health Department

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

GENERAL APPLICATION INFORMATION

Applications are taken in office: Monday – Thursday between 8:00 AM - 4:00 PM and Friday 8:00AM -2:00 PM

The following items must be received to complete and process your application:

Permit fees:

LAND USE FEES	
Septic Tank Permit (Residential)	\$200.00
Septic Tank (Commercial)	
0-1000 gallons	\$300.00
1001-3000 gallons	\$425.00
3001-6000 gallons	\$500.00
6001-10,000 gallons	\$600.00
Commercial Plan Review	\$150.00
Advance Treatment Unit (ATU)	\$200.00
Pump System Without ATU	\$50.00+ application fee
Pump System or Advance Treatment Unit	\$100.00 + initial residential permit fee
Septic System Re-Inspection	\$55.00
Special Case Permit (for litigation) *illegal install	\$500.00
Pre-Purchase Site Evaluation	\$75.00
Septic Tank Permit Renewal Fee	\$200.00
Repair Permit (residential)	\$75.00
Repair Permit (commercial)	\$150.00
Modification/Add-On Permit	\$100.00
Septic Tank Location Verification (Re-evaluation)	
Residential	\$75.00
Commercial	\$150.00
Existing Septic System Evaluation	\$75.00
Septage Removal/Portable Sanitation Annual Permit	\$100.00+ 25.00 each additional truck
Preliminary Subdivision (S/D) Review (any size)	\$100+10.00 per lot (over 10 lots)
Final Subdivision Review, Per Lot	\$35.00

- A copy of the most up to date recorded final plat 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. Failure to submit this documentation will result in delay of processing your application.
- 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.
- Notify Georgia 811 by visiting my.georgia811.com** or by dialing 811 or 1-800-282-7411 at least 48 hours before beginning any mechanized digging on your property. Notifying Georgia 811 before you do any mechanized digging is important for many reasons: your safety, and the safety of those near your digging project; preventing environmental damage and utility service interruptions; and, avoiding project delays, expensive repairs and legal problems. For additional information, visit the Georgia 811 website.

Important!!! On-site sewage management system permits are valid for 12 months from the date of issue and are not issued in the office. 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.

You will be contacted when your permit is ready for pick up.

Revised Jan. 1, 2022

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Proposed Property Sketch

Provide the following information:

- 1) lot sketch showing **the lot dimensions**, distances, and the **dimensions of the house or building**
- 2) street or road name;
- 3) location of driveway, patio, decks or other paved surfaces;
- 4) location of well, spring, or other water sources if applicable;
- 5) location of underground utilities;
- 6) location of plumbing stub out;
- 7) location of any easements;

Or

Site Plan Attached



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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.

I hereby apply for a construction permit to install an on-site sewage management system 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 on the septic permit application. I understand that final inspection is required and will notify the Habersham County Environmental Health Department upon completion of construction and before applying final cover.

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.

_____/_____
Sign/Print Name

Date

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Septic Repair Construction Application

Date: _____

Construction Permit Number _____
(For Department Use Only)

Permit Type: Residential Repair Commercial Repair Advanced Treatment Unit

Please describe existing septic system issue: _____

Property Address: _____

City/State: _____ Zip: _____

Subdivision Name and Lot #: _____ Phase: _____ Block: _____

Property Owner's Name: _____ Owner's Mailing Address: _____

Owner's Mailing Address Line 2: _____ City/State: _____ Zip: _____

Phone #: _____ Alternative/Mobile #: _____

Email address: _____

Permit Applicant's Name: _____ Mailing address: _____

Mailing Address Line 2: _____ City/State: _____ Zip: _____

Phone #: _____ Mobile/Alternative #: _____

Email: _____

Proposed Facility Type (i.e. house, school, etc.): _____

Water Supply: Public Community Well Individual Well Other: _____

Garbage Disposal (Installed in kitchen sink): Yes No Burn or trash/debris burial pit on lot: Yes No

Lot Size (acres): _____ Number of Bedrooms/Gallons per Day: _____

Soil Classifier: _____

Level of Plumbing Outlet: 1st Floor Level over Basement Basement Slab Foundation Crawl Space

Proposed System Type: Conventional Chamber Pump ATU Other: _____

Proposed Drain Field Product: _____

Septic Contractor/Company: _____ Phone: _____
