

## How to Apply for an Onsite Sewage System Disposal Permit

**Prior** to applying for an onsite sewage system disposal permit, the following items must be obtained:

- ✓ A Developmental Permit Application or Zoning Letter from the Planning and Zoning Office, 3093 Crawfordville Highway, 850-926-3695.
- ✓ A Recorded Deed or Legal Description can be obtained from the Wakulla County Courthouse
- ✓ "To Scale" Site Plan - a drawing of the property with home, well and proposed location of the septic system

SYSTEM	VALID FOR:	FEE	REQUIRED DOCUMENTATION
<b>SITE EVALUATION ONLY</b> (no permit, no system specifications)	1 year, site undisturbed	<b>\$215.00</b>	<ul style="list-style-type: none"> <li>✓ A Developmental Permit Application or Zoning Letter</li> <li>✓ A Recorded Deed or Legal Description</li> </ul>
<b>NEW PERFORMANCE BASED SYSTEM</b>  <b>NEW STANDARD SYSTEM</b>	18 months, site undisturbed	<b>\$625.00</b> - Wakulla Health Department conducts site evaluation <b>\$510.00</b> - Private Enterprise conducts site evaluation <b>\$ 600.00</b> -WCHD conducts site evaluation <b>\$485.00</b> Private Enterprise conducts site evaluation	<ul style="list-style-type: none"> <li>✓ A Developmental Permit Application or Zoning Letter</li> <li>✓ A Recorded Deed or Legal Description</li> <li>✓ Floor plans for the home/mobile home</li> <li>✓ Site Evaluation</li> <li>✓ Site plan</li> <li>✓ Engineer design specifications-Standard Systems do not require Engineer paperwork</li> </ul>
<b>*EXISTING SYSTEM</b>	18 months	<b>\$85.00</b> - Wakulla Health Department conducts drain field inspection <b>\$35.00</b> - Private Enterprise conducts drain field inspection	<ul style="list-style-type: none"> <li>✓ A Developmental Permit Application or Zoning Letter</li> <li>✓ A Recorded Deed or Legal Description</li> <li>✓ Floor plans for the home/mobile home</li> <li>✓ Site plan</li> <li>✓ Pump Out Verification Report from septic contractor</li> </ul>
<b>*REPAIR</b>	90 Days	<b>\$400.00</b> - Wakulla Health Department conducts site evaluation <b>\$285.00</b> - Private Enterprise conducts site evaluation	<ul style="list-style-type: none"> <li>✓ Pump Out Verification Report from septic contractor</li> <li>✓ Site Evaluation</li> <li>✓ Site plan</li> <li>✓ Engineer design specifications</li> </ul>
<b>*MODIFICATION</b>	18 months	<b>\$395.00</b> - Wakulla Health Department conducts site evaluation <b>\$280.00</b> - Private Enterprise conducts site evaluation	<ul style="list-style-type: none"> <li>✓ A Developmental Permit Application or Zoning Letter</li> <li>✓ A Recorded Deed or Legal Description</li> <li>✓ Floor plans for the home/mobile home</li> <li>✓ Site Evaluation</li> <li>✓ Site plan</li> <li>✓ Pump Out Verification Report from septic contractor</li> </ul>
<b>RE-INSPECTION</b>		<b>\$150.00</b>	

Upon receiving all documentation, a permit application form should be completed. If site evaluation is to be completed by the Health Dept. you will receive flags to place at the proposed septic tank/drain field location.

All applications for permits are considered on a lot-by-lot basis. When a location is determined to be suitable, a septic tank permit will be issued.

Please bring any previous paperwork concerning the installation of your system to help speed the process along.

“\*\*” Inspections require a Pump Out Verification report listing the size of the tank, gallons pumped out and condition of the interior tank from a registered septic contractor.

**FINAL APPROVAL WILL NOT BE GRANTED UNTIL A SAFE POTABLE WATER SUPPLY HAS BEEN VERIFIED.**

*Any Questions can be directed to Wakulla County Environmental Health at 850-926-0401*



STATE OF FLORIDA  
 DEPARTMENT OF HEALTH  
 ONSITE SEWAGE TREATMENT AND DISPOSAL  
 SYSTEM  
 APPLICATION FOR CONSTRUCTION PERMIT

PERMIT NO. \_\_\_\_\_  
 DATE PAID: \_\_\_\_\_  
 FEE PAID: \_\_\_\_\_  
 RECEIPT #: \_\_\_\_\_

APPLICATION FOR:

- New System       Existing System       Holding Tank       Innovative  
 Repair             Abandonment             Temporary             \_\_\_\_\_

APPLICANT: \_\_\_\_\_

AGENT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3)(m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

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PROPERTY INFORMATION

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ PLATTED: \_\_\_\_\_

PROPERTY ID #: \_\_\_\_\_ ZONING: \_\_\_\_\_ I/M OR EQUIVALENT: [ Y / N ]

PROPERTY SIZE: \_\_\_\_\_ ACRES WATER SUPPLY: [ ] PRIVATE PUBLIC [ ] <=2000GPD [ ] >2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [ Y / N ] DISTANCE TO SEWER: \_\_\_\_\_ FT

PROPERTY ADDRESS: \_\_\_\_\_

DIRECTIONS TO PROPERTY: \_\_\_\_\_

BUILDING INFORMATION

RESIDENTIAL       COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table 1, Chapter 64E-6, FAC
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Floor/Equipment Drains       Other (Specify) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT:** Property owner's full name.  
**AGENT:** Property owner's legally authorized representative.  
**TELEPHONE:** Telephone number for applicant or agent.  
**MAILING ADDRESS:** P.O. box or street, city, state and zip code mailing address for applicant or agent.

**LOT, BLOCK, SUBDIVISION:** Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.

**DATE OF SUBDIVISION:** Official date of subdivision recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership shall be considered a subdivision of the lot.

**PROPERTY ID#:** 27 character number for property. CHD may require property appraiser ID # or section/township/range/parcel number.

**ZONING:** Specify zoning and whether or not property is in I/M zoning or equivalent usage.

**PROPERTY SIZE:** Net usable area of property in acres (square footage divided by 43,560 square feet) exclusive of all paved areas and prepared road beds within public rights-of way or easements and exclusive of streams, lakes, normally wet drainage ditches, marshes, or other such bodies of water. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions may be included in calculating lot area.

**WATER SUPPLY:** Check private or public  $\leq$  2000 gallons per day or public  $>$  2000 gallons per day.

**SEWER AVAILABILITY:** Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet.

**PROPERTY ADDRESS:** Street address for property. For lots without an assigned street address, indicate street or road and locale in county.

**DIRECTIONS:** Provide detailed instructions to lot or attach an area map showing lot location.

**BUILDING INFORMATION:** Check residential or commercial.  
**TYPE ESTABLISHMENT:** List type of establishment from Table II, Chapter 64E-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office.

**NO. BEDROOMS:** Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants.

**BUILDING AREA:** Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.

**BUSINESS ACTIVITY:** For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table II, Chapter 64E-6, FAC.

**FIXTURES:** Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.

**SIGNATURE / DATE:** Signature of applicant or agent. Date application submitted to the CHD with appropriate fees and attachments.

**ATTACHMENTS:** A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, if the features are within 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) showing number of bedrooms and building area of each unit. For nonresidential establishments, a floor plan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater.