

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Vision: To be the Healthiest State in the Nation

Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Florida Department of Health in Duval County Onsite Sewage Treatment and Disposal System Program

EXISTING SEPTIC SYSTEM APPROVAL REQUEST PERMIT APPLICATION INSTRUCTIONS

Any existing and prior approved system which has been placed into use and which remains in satisfactory operating condition shall remain valid for use under the terms of the rule and permit under which it was approved. Alterations that change the conditions under which the septic system was permitted and approved, change sewage characteristics, or increase in sewage flow will require that the owner, or their authorized representative, apply for an receive re-approval of the system by this Department.

- I. APPLICATION:** Fill in **ALL** information on page one of the Application form [DH 4015](#). This means **DON'T LEAVE ANY BLANKS**. If your information is incomplete or found to be inaccurate, your application will not be processed.

APPLICATION FOR: Existing System

APPLICANT: Property owner's name or authorized agent's name

AGENT: Authorized agent's name – If the agent is not a general contractor, registered septic tank contractor, or certified plumber, please attach an Agent Authorization Form signed by the property owner.

TELEPHONE: Applicant's or agent's phone number that can be used if our Department has any questions concerning this application

MAILING ADDRESS: Applicant's or agent's mailing that can be used for all correspondence between our Department and the applicant

PROPERTY INFORMATION: Information concerning the Lot, Block, Subdivision name, Platted date, Property I.D. #, Property size in acres, and Zoning may be found on your deed, property survey, or tax bill, or the internet (<http://www.coj.net>). If you are unable to find this information from those sources, you may contact the Duval County Property Appraiser's office or Clerk of the Circuit Court for more detailed information.

Duval County Property Appraiser

231 E. Forsyth St., Suite 270
Jacksonville, FL 32202
Mon - Fri 8:00 am - 5:00 pm
904-630-2019

Duval County Courthouse

501 West Adams Street
Jacksonville, Florida 32202
Mon - Fri 8:00 AM to 5:00 PM
904-630-2489

Property Address: Provide your property address; if you do not have a property address, please contact the agency below to have one issued to you before applying for an existing system approval:

Duval County Planning and Development Department

Ed Bald Building
214 N. Hogan St.
904-255-8341

DIRECTIONS TO PROPERTY: Provide detailed directions to your property starting from 900 University Blvd. N, Jacksonville, FL 32211 (www.mapquest.com is helpful)

BUILDING INFORMATION: If the applicant proposes to replace an existing mobile home with a new one, please provide information for both dwellings. Each single-family/ multi-family dwelling or commercial building that is to be served by the existing septic system should be listed, number of bedrooms, building area (habitable area of a dwelling unit, excluding the garage, carport, exterior storage shed, or open/ screened patios or decks) as measured from exterior walls, number of persons and business activity (if applicable). ***Please note that in determining whether a room is a bedroom, our Department will consider the room location and layout in comparison with other bedrooms on the floor plan submitted.***

SIGNATURE/ DATE: Application must be signed and dated by the applicant or authorized agent.

- II. **SITE PLAN or PLAT DRAWN TO SCALE:** A site plan or plat of the lot and all features shown on it **MUST BE TO SCALE** (1" = 10')(1" = 20')(1" = 30')(1" = 40')(1" = 50') or (1" = 60'). Graph paper is provided for your convenience. See attached example for assistance.

Please indicate **property boundaries with dimensions**, locations of any **existing or proposed residences or buildings**, **swimming pools**, **recorded easements**, the proposed septic system components (**tank and drainfield**), the **slope of the property** and any **existing or proposed wells**, potable and non-potable **water lines**, **filled areas**, obstructed areas (**driveways and sidewalks, patios and decks**), **water storage tanks** (cisterns), surface water bodies (**retention ponds, swamps, wetlands, streams, or canals**), and storm water drainage features (**ditches, swales, french drains**). In addition, the approximate location of wells, septic systems, surface water bodies, and other pertinent facilities and features on contiguous or adjacent property must be indicated. **All of the above mentioned features within 75 feet and all public wells within 200 feet of the applicant lot must be shown with the estimated distance.** If neighboring properties are vacant, write "vacant land" where applicable. **The site plan must be signed and dated by the applicant or authorized agent.**

If an individual lot is **five acres or greater**, the applicant may draw a minimum one acre parcel to scale showing all required features, or the minimum size drawing necessary to properly display all required features, whichever is larger. The applicant must also show the location of that one-acre or larger parcel inside the total site ownership.

- III. **FLOOR PLAN:** See attached example for assistance. For **residences**, a floor plan **MUST BE TO SCALE** or showing the total building area of the structure, and showing the number of bedrooms and the building area of each dwelling unit. **Non-**

residential establishments shall submit a floor plan **drawn to scale** showing the square footage of the establishment, all plumbing drains and fixture types, and any other features necessary to determine the composition and quantity of wastewater to be generated. **(SEE ADDITIONAL REQUIREMENTS COMMERCIAL PROPERTIES ON LAST PAGE)**

- IV. **LEGAL DESCRIPTION or SURVEY:** Must be provided in order to verify property dimensions. **(A legal description is often found on warranty deeds, quick claim deeds, tax record cards, surveys and/or the Property Appraiser database)**
- V. **EXISTING SYSTEM EVALUATION FORM 4015 (Page 4 of 4):** **All existing septic tanks** must be pumped out by a permitted septage disposal service to determine tank volume based on the actual measurements of the tank(s). The service company pumping the tank(s) shall perform a visual inspection of the tank(s) when empty to detect any observable defects or leaks, and shall submit the results as part of the application. In addition, a registered septic tank contractor must determine the size of the existing drainfield, type of system, system configuration, drainfield elevation, system installation date, estimated gallons per day sewage flow, and a statement of whether the septic system is in satisfactory condition.
- VI. **EXISTING APPROVAL FEE:** **\$170.00 Application/Site Fee** is required, if the system is a like for like the fee will be \$120.00
- VI. **SITE PREPARATION:** The site must be prepared prior to the Department performing a site evaluation. The proposed septic system area must be accessible and **MUST BE CLEARLY MARKED**. Our Department provides applicants with a **RED FLAG** to be posted at the driveway entrance or roadside to property, **YELLOW FLAGS** to identify the drainfield location, and a **BLUE FLAG** to mark the proposed well location.

If the inspector is unable to perform the site evaluation due to inaccessibility or lack of proper site marking, a **\$100 re-inspection fee** will be required prior to the inspector's re-visiting the property.

- VII. **ADDITIONAL REQUIREMENTS FOR COMMERCIAL SYSTEMS:** A commercial system that has been out of service for more than one year must be brought into full compliance with current standards. **An annual operating permit must be obtained for septic systems that are located in an area zoned or used for industrial or manufacturing purposes, or its equivalent, or where a business will generate commercial sewage waste. Existing establishments that generate commercial sewage waste shall have an annual operating permit if they change ownership, change the sewage flow, or if the system requires a repair of their existing septic system.** Operating permits are not transferable. **The applicant will be required to complete Form DH 4081. A Business Survey, which is an attachment to Form DH 4081, will be required for each tenant connected to the system. The fee charged for an annual operating permit is \$150.00.**