



Florida Department of Health in Duval County
Onsite Sewage Treatment and Disposal System Program
NEW SEPTIC SYSTEM CONSTRUCTION
PERMIT APPLICATION INSTRUCTIONS

- 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: New 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

Is Sewer Available? Call JEA at 904-665-4441 and provide them your property address and they will answer this question for you.

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 a new septic system construction permit:

Duval County Planning and Development Department
Ed Bald Building
214 N. Hogan
Jacksonville, FL 32202
904-255-8341

DIRECTIONS TO PROPERTY: Provide detailed directions to your property starting from 900 University Blvd. N, Jacksonville, FL 32211

BUILDING INFORMATION: Each single-family/ multi-family dwelling or commercial building that is to be served by the proposed 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 FOR 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. **NEW SYSTEM CONSTRUCTION FEE:** \$525.00 for residential and \$650.00 for commercial- This fee includes application/ plan review, site evaluation/ soil analysis, construction permit, and construction inspection costs. Stabilization inspections fees are 100.00. The permit will be valid for 18 months after the date of issue. (New Performance Based Treatment System Construction fees will be \$655.00 and additional application requirements must be met prior to permit issuance).
- VI. **SITE PREPARATION:** The site must be prepared prior to the Department performing a site evaluation. The property **MUST BE ACCESSIBLE**. Lot boundaries must be clearly marked. 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 lot is located on a paved road, the proposed drainfield location should have "line of sight" to the road with little obstruction. If the lot is not located on a paved road, please mark a tree, fence post, utility pole or other permanent feature close to the proposed septic system area so that the Department may use it for placement of a benchmark.

If the inspector is unable to perform the site evaluation due to inaccessibility or lack of proper site marking, a **\$100 reinspection fee** will be required prior to the inspector's re-visiting the property. In addition, the benchmark set by the inspector is a permanent mark; relocating or removing the benchmark without prior notification to the Department will require an additional visit to "re-set" the benchmark and a **\$100.00 reinspection fee** plus a **\$55.00 permit amendment fee** will be charged.

- VII. **ADDITIONAL REQUIREMENTS FOR COMMERCIAL SYSTEMS:** A \$125.00 commercial fee will be applied to each new commercial application. **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.**
- VIII. **AEROBIC TREATMENT UNITS or PERFORMANCE BASED TREATMENT SYSTEMS:** *Where an aerobic treatment unit or performance based treatment system is proposed, a biennial permit (once every two years) will be required by our Department. Maintenance Entities contracting to service aerobic treatment units or performance based treatment systems must obtain the*

biennial permit by completing Form DH 4081 and submitting the required \$100.00 permit fee.

- IX. VOIDING A PERMIT:** Please be aware that a permit may be voided after a septic system has received final installation approval from the Department if the building is modified in such a way that a larger septic system would be required, if any portion of the required drainfield's unobstructed area is covered by impervious material, if the property is subdivided into a smaller lot or lots whereby the permitted system would not have been originally approved, if a well is installed on the property which violates the setbacks to the approved system, or if the system is improperly modified or damaged. The Department may prohibit the further or continued use of a septic system when the permit has become void by injunction or other procedure authorized by law.