

**Mission:**

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



**Rick Scott**  
Governor

**Vision:** To be the **Healthiest State** in the Nation

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

### **SEPTIC SYSTEM REPAIR** PERMIT APPLICATION INSTRUCTIONS

**Repair:** means a replacement of or additions to a **FAILING SYSTEM** which are necessary to allow the system to function in accordance with design or must be made to eliminate a public health or pollution hazard. The use of any treatment method that is intended to improve the functioning of any part of the system, or to prolong or sustain the length of time the system functions shall also be considered a repair.

**Not a repair:** Servicing or replacing with like kind mechanical or electrical parts of an approved septic system; or making minor structural corrections to a tank, or distribution box, the use of any non-prohibited additive by the system owner, through the building plumbing, removal of contents of any tank or the installation of an approved outlet filter device, where the drainfield is not disturbed, and replacement of a broken lid to any tank.

- 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:** Repair

**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 Office**  
231 E. Forysth Street Suite 270  
Jacksonville, FL 32202  
Mon - Fri 8:00 am - 5:00 pm  
904-630-2019

**Duval County Courthouse**  
501 West Adams  
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 failing 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:** A site plan showing property dimensions, the existing and proposed system configuration and location on the property, the building location, potable and non-potable water lines, within the existing and proposed drainfield repair area, the general slope of the property, property lines and easements, any obstructed areas (driveways and sidewalks, patios and decks), any private or public wells, or any surface water bodies (retention ponds, swamps, wetlands, streams, or canals) and storm water systems (storm drains, storm water pipes, retention areas, detention areas, ditches, swales, french drains) in proximity to the septic system which restricts replacement or relocation of the drainfield system. The existing drainfield type shall be described; for example, mineral aggregate, non-mineral aggregate, chambers, or other. Graph paper is provided for your convenience. See attached example for assistance.

**The site plan must be signed and dated by the applicant or authorized agent.**

- III. **FLOOR PLAN:** See attached example for assistance. For **residences**, a floor plan must show the **total building area** each dwelling unit and **number of bedrooms**. **Non-**

**residential establishments** shall submit a floor plan 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. SYSTEM REPAIR 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. SYSTEM REPAIR FEES:** **\$500.00 for residential Permits and \$625.00 for commercial Permits** - This fee includes Application review, Site evaluation, Repair Permit, and Construction Inspection. Stabilization inspections are \$100.00. The permit will be valid for 90 days from the date of issue.

**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:** 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**.