



## INSTRUCTIONS FOR COMPLETING A STATE OF FLORIDA SEPTIC PERMIT APPLICATION AND SUBMITTAL OF ACCOMPANYING DOCUMENTATION

The application must be properly completed for new systems, existing system approvals, repair permits and site evaluations. Applications that are incomplete and directions that are unclear can delay our processing of your request and may cost you additional fees.

**Make certain that your lot is marked with your name or lot number at the street and place a flag at the drainfield location.** If we cannot find your lot, or if the property is locked, inaccessible, or not properly marked, you will be assessed an additional fee of \$10.00. This office provides flags to mark proposed septic tank and well sites.

### FEES:

#### \$350.00 - NEW CONSTRUCTION PERMIT

**\$100.00 - APPLICATION FEE** - for new and repair permits.

**\$115.00 - SITE EVALUATION** - required when application is completed and submitted to us.

**\$55.00 - CONSTRUCTION PERMIT** - required when you pick up the finished permit.

**\$50.00 - ABANDONMENT PERMIT**

**\$75.00 - INITIAL SYSTEM INSPECTION**

**\$5.00 - SPECIAL STATE FEE** - required in addition to the construction fee when you pick up permit (funds research).

**\$300.00 - REPAIR PERMIT** - \$165.00 required upon submission of application (\$50.00 application fee, \$115.00 site evaluation fee); additional \$135.00 (repair permit fee) due upon issuance of permit. Tank certification/pump out form required upon submission of application.

**\$295.00 - EXISTING SYSTEM VERIFICATION** - \$85.00 required when application is submitted. *\$210.00 additional due upon permit issuance if additional drainfield is required.* Floor plan of existing house and addition/enclosure must be submitted. Tank certification/pump out form required upon submission of application.

**\$50.00 - ADDITIONAL INSPECTION** (excavation inspection, stabilization, correction of deficiencies, etc.)

**\$50.00 - SITE RE-EVALUATION**

**\$10.00 - ADDITIONAL SITE VISIT** (assessed when necessary)

**APPLICATION FOR:** Check type of permit, if "Other", specify type.  
**APPLICANT:** Print property owner's full name.  
**TELEPHONE:** Telephone number of applicant and agent.  
**AGENT:** Property owner's legally authorized representative.  
**MAILING ADDRESS:** Mailing address for applicant and agent.  
**LOT, BLOCK, SUBDIVISION:** List lot, block, subdivision and unit number, if applicable.  
**DATE OF SUBDIVISION:** Official date of subdivision recorded in county plat book.  
**PROPERTY ID #:** Section; Township; Range (if not subdivided).  
**PROPERTY SIZE:** List square feet or property dimensions.  
**PROPERTY STREET ADDRESS:** Street address for property. If address not yet assigned, indicate street name.  
**DIRECTIONS:** Provide detailed directions to the property.

**BUILDING INFORMATION:** Check residential or commercial.  
**TYPE OF ESTABLISHMENT:** List type of establishment. Examples: single family, single wide mobile home, apartment, restaurant, doctor's office.  
**NO. BEDROOMS:** List total number of bedrooms for house or each apartment.  
**BUILDING AREA:** List total square feet of living area in dwelling. Exclude garages and screened porches.  
**# PERSONS:** Number of persons working in establishment.  
**BUSINESS ACTIVITIES:** List number of employees, shifts and hours of operation.  
**FIXTURES:** Mark each listed fixture with number installed or N/A if not applicable.  
**SIGNATURE:** Signature of applicant or agent, and date.

**IMPORTANT! ATTACH:**

1. Floor plan showing living area. All rooms must be identified.
2. **SITE PLAN DRAWN TO SCALE FROM SURVEYOR OR ON DOH FORM 4015 SHOWING:**
  - a. Boundaries of the property.
  - b. Location of residences, buildings, easements, lakes, ponds, septic tanks, etc. on your and adjacent properties.
  - c. Proposed septic tank and drainfield site.
  - d. Well site on your and neighbor's property. Include irrigation well locations. State whether well is existing or proposed.
  - e. Indicate location of water lines.
  - f. Indicate lot elevations and drainage direction. If lot has no slope, easements and/or drainage structures, you must state that on the site plan.

**NOTE: IF THE WATER SUPPLY AND/OR BUILDING IS NOT ON THE PROPERTY AT THE TIME OF OUR INSPECTION OF THE SEPTIC SYSTEM, THERE WILL BE A \$50.00 REINSPECTION FEE IN ORDER TO DETERMINE COMPLIANCE WITH STATE SEPTIC TANK REGULATIONS.**

We will call you when your permit is ready. If you have any questions you may reach us at (352) 540-6800 Ext. 4, between 8:00 a.m. and 5:00 p.m.