

Gilmer County Health Department
Environmental Health Division
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On-Site Sewage Management System Permit Information Packet

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Permit Application (front & back)

~ Step 1: Before applying for your septic permit, you must obtain/apply with the Building Dept for a Site Location/Setback Approval Permit ~ They will Stamp your plat with their approval and give you a copy. You must have this to apply for your septic permit.
Call 706-635-3406 for more information

~ 911 ADDRESS is now required before applying for your septic permit ~
Please call 706-635-4653 for more information

Please READ CAREFULLY:

House and/or Garage Site MUST be staked out (4 corners)

BEFORE submitting application.

If the house site is not staked out when the inspector goes to issue the permit...the permit will NOT be Approved an EXTRA TRIP CHARGE that will be required, before going back out to the site.

Gilmer County Application Requirements For A On-Site Sewage Management System (OSSMS) Permit

1. Soil Evaluation

Must obtain a Level III Soil Report/Evaluation from a Georgia certified Soil Classifier on property.

(Link on page 2) When applying for permit, this office requires the **original (with the red seal)** report.

Note: If soil report shows all slopes greater than 35% a site plan will be required, see page 4 for more information.

2. Plat/Survey

When applying for permit, this office requires **a copy** of the **RECORDED PLAT/SURVEY with the**

(Gilmer Co. Clerk of Court stamp) on subject property **with the following drawn, to scale,**

on the plat/survey – Proposed structure, driveway, building setbacks off each property line. Existing structures should also be noted on plat/survey.

3. Floor Plan

In order to obtain an OSSMS permit for any structure type, you will need to provide a copy of the floor plan (foot print only) for **each floor** of the proposed structure, **including basements**. Floor plans can be hand drawn with rooms labeled and dimensions noted for each level, including basements even if they are unfinished.

If your house plan is larger than 11x14, **you will need to have a reduced copy made** (81/2x11, 11x14) before applying for permit.

4. Site Location Plan from Building Dept.

Please contact the Building Dept for more information on how to obtain **their stamp** for your septic permit. This must be done before you can apply for the septic permit. 706-635-3406

Initial Inspection Requirements ~ **Please read Carefully**

***ALL property lines MUST be clearly marked (approx. every 50-75 feet)**

***Four (4) corners of proposed house site MUST be staked out**

***Holes from soil evaluation MUST be clearly visible**

***There should be NO GRADING (except for clearing brush and trees only – Do not pull up stumps) before initial inspection.**

Severe modifications to the property could cause your application to be denied

****ATTENTION Property Owners...Please READ CAREFULLY****

House site and Garage along with any other structures that you may plan on building MUST be staked out (4 corners) BEFORE submitting application. If the house site is not staked out when the inspector goes to issue the permit...the permit will NOT be Approved.

****EXTRA TRIP CHARGES will be required before going back out to the site.**

Permit Information:

Permit is VALID for one (1) year from issue date. (Located on permit, next to signature)

Permits will **EXPIRE** (1) year after the **issue date** given on the permit.

You will then be **required to reapply & resubmit ALL** paperwork and payment after permit has expired. We do not renew permits after expiration date.

Check List for Applying for your Septic Permit:

1. Site Location Plan (SLP) Stamp from the Building Dept must be obtained with their stamp **before applying for your septic permit** (Building Dept 706-635-3406)
2. 911 Address – please contact 706-635-4653
***Please do not apply until you have received your 911 Address**
3. Level 3 Soil Report (perk test) Original - Copies not accepted.
4. Floor Plan *Just the footprint for all floors including unfinished basement, if applicable
5. Recorded Plat of Property
6. 4 corners of the house MUST be staked out before applying (also if you plan on building a Garage now or in the future please stake out the location)
***If the inspector goes out to the property and the house site is not staked out this could result in an extra trip charge.**
7. Application
8. Application fee (Application fees are due at the time of application, see below for fees)

FEES for New Septic Systems: Based on Total Square Feet of Structure

1000 sq ft or less ~ **\$150** 1001-2000 sq ft ~ **\$250**
2001-3000 sq ft ~ **\$350** 3001-5000 sq ft ~ **\$400**
5001 or greater sq ft ~ **\$500**

We accept: Checks/Credit/Cash-exact amount only

Make Checks to: GCHD or Gilmer Co Health Dept

NOTE: Fees are Based on TOTAL square feet, NOT just heated space. This DOES include basement square footage...Even if the Basement is NOT Finished, as well as any bonus rooms or rooms over garages. Does Not include porches or decks.

Georgia Certified Soil Scientist and Septic Installer List

Below is the soil scientist link to the state website:

<https://dph.georgia.gov/environmental-health/onsite-sewage>

click on “**Certified List**” drop down arrow, click on **Soil Classifiers** ~ here you will find the full list of Soil Classifiers by region for the state of Georgia.

Septic Installers are located under the same link above:

click on **Installers** ~ the list is broken down by county

On-Site Sewage Management System Information

Locations/Distances/Tank/Field

Please note: This information is based on the Georgia Department of Public Health OSSMS Rules and Regulations. **This information is for general use only.** These required setbacks do not override any local Gilmer County required setbacks. Please check with the Gilmer County Planning Commission at 706-635-3406 for Gilmer County required setbacks. Figures may vary due to individual situations.

Septic Tank

50' or more from existing or proposed wells, springs, suction water lines, downhill if possible
25' or more from lakes, ponds, streams, water courses, or sink holes
10' or more from pressure water supply lines, property lines
15' or more from drainage ditch or embankment

Absorption Fields

100' or more from existing or proposed well or spring
50' or more from the normal water level of any impoundment, tributary, stream, or other body of water
10' or more from water supply lines, building foundations, or property lines
50' off any undeveloped properties property lines
15' or more from an embankment

Tanks (without garbage disposal use in home)

1-to-4-bedroom home - 1000-gallon tank (with Garbage Disposal increases tank size 50%)
5-to-6-bedroom home - 1500-gallon tank (with Garbage Disposal increases tank size 50%)
7+ bedroom home - tank size increases 250 gallons per bedroom

Field Line (final determination will be based on soil type)

Final determination will be based on soil type and number of bedrooms (not bathrooms)

Minimum Lot Size Requirements – Water Supply – Public or Well

1998 – Current: lot size - 1.50 ac - well/ .75 public water

1984 – 1998: lot size - 1.10 ac – well / .55 public water

Before 1984: No lot size requirement (lot size only, is grandfathered in...all setbacks for house, septic, well-if applicable, creeks, streams, etc. must be met along with the information provided by the soil report)

Site Plan Requirements (ONLY IF NEEDED per the inspector)

Site plans are required for **all commercial building lots** and for **some (not all) residential lots**. We may ask that the site plan show site modifications (such as slope reduction), what kind of sewage disposal system will be used, and the location of the septic repair/replacement area. A design site plan may be required on any lot that has restricted areas for septic placement.

Who can draw a design site plan? Your soil scientist, surveyor, or septic contractor can submit a site plan with one exception. If the slope exceeds 50% in the area where the septic system is to be installed, then a registered engineer must create and submit the site plan. No matter who draws the site plan, the following information **must** be included on the plan:

- 1) a 1:20 scale
- 2) house location and dimensions (including porches);
- 3) driveway locations
- 4) swimming pool location (if applicable);
- 5) soils information (including the conditions of the soils after slope reduction; we must have a profile drawing showing the absorption field areas before and after slope reduction);
- 6) initial absorption field and replacement area locations with the existing and final relative contour lines at intervals of two feet.
- 7) location and setbacks off wells and springs on the property and/or within 100 feet of the property. Also, include the location and setbacks of streams, creeks, and rivers on the drawing.

GILMER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

Application for On-Site Sewage Management System

Property Owner's Name: _____ **House Site Staked Out? Yes or No**
Current Mailing Address: _____ Home #: _____
City _____ State _____ Zip Code _____ Cell #: _____
EMAIL: _____

Only If applicable:

Builder/Contractor Name: _____ Phone #: _____ Email: _____

Subdivision Name: _____ Lot # _____ Lot size/Acreage _____

*If you live in a Gated Community ~ Gate Code: _____

Locked Gate/Chain on Property? Y N Loose Dogs on Property? Y N

***911 ADDRESS:** _____

Detailed directions to property (Include mailbox #'s, distances & note if street sign is missing): **THIS IS REQUIRED**

Is property in flood plain? Y N Stream/Creek/River/Lake/Spring on Property? Y N (If yes) how far/house site? _____

READ CAREFULLY THE FOLLOWING CHOICES:

Drinking water source: ___ Individual Well ___ Public ___ Community *Is the Water Source already on property? Y N

Building/House Info: Stick Built Home ___ Mobile/Manufacture Home ___ Other (Please Explain) _____

Full/Part-time Residence _____ Vacation Rental Property _____ If yes, Vacation Rental - Number of Occupants? _____

Number of Bedrooms on each floor: Main Floor _____ 2nd Floor/Loft _____ Basement _____ *Bedrooms over Garage _____

***CHECK ONE:** UNFINISHED Basement _____ FINISHED Basement _____ *Plumbing in Basement? Y N
NO Basement _____ ~ *If, No Basement ~ Please check one: Slab _____ Crawl Space _____ Stilts _____

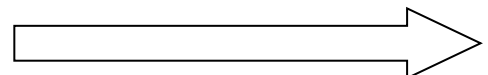
*Garbage Disposal: Yes / No *Garage: Yes / No ~ Attached I Detached I Drive-under *Drive-way: Left Right Front Back Circle

Sq. Ft. of Home: Main Floor _____ 2nd Floor/Loft _____ Basement total (heated & unheated) _____ Bonus Room _____
/Over Garage

*Swimming Pool? Yes or No (If, yes...Please draw on Plat/Survey the house site and "future" pool location)

Commercial Business Info Only: Type of Business _____
No. of Employees _____ No. of Restrooms _____
If, Food Service ~ No. of Seats? _____ Serving? Breakfast Lunch Dinner All Day
Any other wastewater...such as industrial wastewater? _____

****Please sign the back side of application****



GILMER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT
Application for On-Site Sewage Management System ~ Page 2

PLEASE READ: Grading, cutting, filling or any other landscaping or construction activities on a lot and/or piece of property prior to SEPTIC approval from this office may render your lot and/or property unsuitable for a septic system. Unauthorized alterations to your property could result in a Denial or Void of the septic permit.

This office strongly recommends obtaining your Septic System Permit prior to any site alterations.

Septic System Product Information

A conventional "normal" septic system is sized based on water usage and using the older gravel system.

Today we have many newer 'State-Approved' conventional septic system products that require less footage than the "normal" gravel system.

Most property owners do not want to install a gravel system due to other septic drainfield options that require less footage (takes up less space on the property) than the gravel system.

(Please Check one)

Which septic system would you prefer?

_____ other 'State-Approved' Conventional Drainfield (reduction based on product used for septic system) ***Most Used Today**

_____ Conventional Gravel Only (no reduction for septic system)

**** I understand that this permit will EXPIRE (12) months from Issue Date on the Septic Permit Inspection Report ****

Issuance of a construction permit for an on-site sewage management system, and subsequent approval of same by representatives of the County Board of Health shall not be construed as a guarantee that such systems will function satisfactorily for a given period; furthermore, said representatives do not, by any action taken affecting compliance with these rules, assume any liability for damages which are caused, or which may be caused, by the malfunction of such system. Septic System contractors must be currently certified by the GA Dept. of Public Health. The permit specifications below are issued in terms of a conventional gravel absorption field; other approved alternative absorption field materials may be used by the contractor that may or may not require the same field size as gravel. If the applicant is not the property owner, then applicant's signature below stipulates that he or she is acting as the legally authorized agent of the property owner.

I hereby apply for a permit to install or construct an individual On-Site Sewage Management System (OSSMS) and agree that the system will be installed to conform to the requirements of the Georgia Department of Public Health, Chapter 511-3-1 and current Gilmer County Board of Health requirements. I understand that final inspection is required and will notify the Gilmer County Environmental Health Department at 706-635-6050 upon completion and before applying final cover to the OSSMS. I understand that neither this permit, soil evaluation nor final inspection in any way guarantees the proper operation or functioning of the sewage system or in any way confers any liability or warranty of any kind upon the Gilmer County Board of Health, Georgia Division of Public Health, omits representatives.

Signature of Applicant: _____ **Date:** _____

Check List:

1. _____ **Site Location Plan Stamped Plat Approval from the Building Dept**
2. _____ **911 Address**
3. _____ **Level 3 Soil Report with red stamp**
4. _____ **Floor Plan – just the footprint no larger than 8.5x11 (we cannot shrink copies)**
5. _____ **Copy of Recorded Plat of the property – Must have the recorded stamp/date on it**
6. _____ **Application**

Please check or initial that you have all items needed to apply. We are unable to accept incomplete applications.