



Clarke County Health Department

Environmental Health Services

183 Paradise Blvd Ste 104 • Athens, Georgia 30607 • Phone: 706-583-2658 • Fax: 706-583-2668

STEPS TO OBTAINING A RESIDENTIAL SEPTIC PERMIT

A Level III Soil Report is required for all lots. This soil report must be done by a state certified soil scientist. A list of soil scientists is available on <https://dph.georgia.gov/environmental-health/onsite-sewage> under Certified Lists/Soil Classifiers or in our office. Some subdivisions have soil reports on file – please check with our office.

Complete a New Septic Tank Installation Permit Form. Provide all information on the form. Fill out the form through the line for date of application and name of builder/owner. You may submit a drawing to scale on a separate piece of paper rather than drawing on the New Septic Tank Installation Permit form but be sure to include all information requested about the lot and home on the scale drawing. Provide the street address (if known), if the street address is not known include the parcel number and adequate directions to the property.

If the lot is not in a subdivision or development a survey plat of the property is required. The plat must be done by a registered surveyor or engineer and must show iron pins found (ipf) or iron pin sets (ips) on property corners. All corners whether in a subdivision or not, must be clearly marked.

There is a fee for the site evaluation and inspection of the septic tank system when it is installed. The fee is \$375.00 or \$425.00 ≥ 5 bedrooms. This fee must be paid when submitting the New Septic Tank Installation Permit form. No site will be evaluated until the New Septic Tank Installation Permit form has been submitted and the fee has been paid.

Location of the house or mobile home (4 corners) must be physically staked on the lot for the site evaluation. There will be a \$200.00 fee to re-evaluate the lot if this is not done at the time of the evaluation.

The septic tank system must be installed by a State of Georgia Licensed Installer. A list of installers is available on <https://dph.georgia.gov/environmental-health/onsite-sewage> under Certified Lists/Installer or in our office.

You will be contacted by this office when the permit is ready to be picked up. The builder/owner is required to sign the permit. Turnaround time is **normally** ten (10) business days.

Fees may be paid, or permits may be picked up during regular Environmental Health Department Hours Monday thru Friday 8:30 a.m. – 5:00 p.m. Environmentalists are available in the office Monday thru Friday 8:30 a.m. – 9:30 a.m.

APPLICATION TO PUT IN A NEW SEPTIC SYSTEM / PERMITTING APPLICATION

Clarke County Environmental Health Site Evaluation Form

183 Paradise Blvd Ste. 104, Athens, GA 30607

(706)583-2658 phone – (706)583-2668 fax

(Environmentalists are available in the office 8:30 a.m. to 9:30 a.m. Monday – Friday)

Subdivision _____ Lot _____ Block _____ Acreage _____

Street Address _____

(Full address, please write detailed directions on the back of this form, if needed.)

Water Supply: Public Individual Well Number of Bedrooms _____ In-Sink Food Disposer: yes no

Type of Property: Residential Commercial Other _____

House Design (Check One): Slab Crawl Space Split Level Basement Other (specify) _____

Plumbing Stub Out Location (Check One, if known): Slab Crawl Space Split Level Basement

Type of Onsite Sewage Management System Requested (choose one, if known): Conventional Septic Tank *Alternative On Site Sewage Management System (Specify, if known) _____

*I have applied to install the alternative on site sewage system as indicated above. I have chosen to do this system in accordance with the manufacturer's installation and design requirement. The grant of a permit by the county board of health for the installation of any on site management system does not constitute a warranty or endorsement.

PLEASE READ: The following information MUST BE PROVIDED: (1) lot sketch showing lot dimensions, proposed building location/dimensions, proposed building line and side line distances; (2) street or road name; (3) well location if applicable and well locations on adjacent property; (4) driveway, patio or other paved surfaces; (5) underground utilities; (6) plumbing stub out and proposed drainfield location; (7) location of easement and flood plain.

Attach Sketch or Use This Space For Sketch

PLEASE HAVE THE HOUSE PHYSICALLY STAKED AND THE LOT GRUBBED BEFORE SUBMITTING YOUR APPLICATION TO THE HEALTH DEPARTMENT. DO NOT CUT, GRADE, OR FILL LOT PRIOR TO ISSUANCE OF PERMIT. FULL SIZE SITE PLAN IS REQUIRED, ALONG WITH A LEVEL 3 SOIL SURVEY FROM A GEORGIA CERTIFIED SOIL SCIENTIST.

The above information as furnished is true, and correct to the best of my knowledge. I hereby apply for an on-site sewage management system construction permit and inspection of that system based upon this information. The applicant and/or owner are responsible for adverse soil conditions, such as rock or water tables, encountered.

Owner's Name _____ Owner's Address _____ Phone # _____

Applicant's Name _____ Applicant's Address _____ Phone # _____

Signature of Applicant: _____ Date of Application: _____

PLEASE DO NOT WRITE BELOW THIS LINE. HEALTH DEPARTMENT USE ONLY

Fee Amount Paid: _____ Received by: _____ Date: _____