

Field	Instruction
Permit Type and Subtype:	What type of system construction permit is the application for. What subtype is proposed. If known indicate category of existing under "other" (New, Repair, Modification, No bedroom addition single family home remodeling or replacement, Commercial establishment less than 20% increase in domestic flow).
Does the system include nitrogen treatment?	Is this system installed as an enhanced nutrient-reducing Onsite Sewage Treatment and Disposal System (OSTDS) as defined in 381.0065(2)(f), Florida Statutes? Is an in-ground nitrogen reducing biofilter proposed at this location?
Applicant:	Property owner's full name.
Agent:	Property owner's legally authorized representative.
Email:	Email address for applicant or agent.
Telephone:	Telephone number for applicant or agent.
Mailing Address:	P.O. box or street, city, state and zip code mailing address for applicant or agent.
Lot, Block, Subdivision:	Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.
Date Lot Recorded:	Official date of lot recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership is considered a subdivision of the lot, resulting in new lots and dates recorded.
Property ID#:	Typically, 27-character number for property. Department may require property appraiser ID # or section/township/range/parcel number.
Zoning:	Specify zoning and whether or not property is in I/M zoning or equivalent usage.
Property Size:	Area of lot in acres (square footage divided by 43,560 square feet). List only the square footage contained within the bounds of the legal description.
Water Supply:	Check which type of water supply will serve the lot. Most common are public not limited use and private. If public, indicate if the well supplies an estimate sewage flow of up to or more than 2000 gallons per day. For types, see 62-6.002(47), F.A.C.
Sewer Availability:	Is sewer available as per 381.0065, Florida Statutes?
Property Address:	Street address for property. For lots without an assigned street address, indicate street or road and locale in county.
Directions:	Provide detailed instructions to lot or attach an area map showing lot location.
Building Information:	Check residential or commercial.
Type Establishment:	List type of establishment from Table I, Chapter 62-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office and number of occupants.
No. Occupants	List proposed number of occupants, required for system size determination if more than two occupants per bedroom, or more than one occupant for the fifth and subsequent bedrooms.
No. Bedrooms:	Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants per 381.0065(2)(b), Florida Statutes.
Building Area:	Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.
Business Activity:	For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table I, Chapter 62-6, FAC.
Fixtures:	Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.
Signature Of Applicant Or Agent. Date Application	Signature of applicant or agent. Date application submitted to the permitting office with appropriate fees and attachments
Attachment	A site plan on page 2 of this form or separately, according to the directions for page 2. Page 3 of this form (Site evaluation and system specification). When existing systems have to evaluated, Page 4 of this form (Existing system and repair evaluation). For residences, a floor plan showing number of bedrooms and building area of each unit. For nonresidential establishments, a floor plan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater. A copy of the legal description or survey must be included.

4015 PG 2: Site Plan Instructions – 62-6.004, F.A.C.

For New/Existing/Modification System Applications:

1. The plan must be **DRAWN TO SCALE** and must be for the property where the system is to be installed. The site plan must **SHOW BOUNDARIES WITH DIMENSIONS** and any of the following **FEATURES THAT EXIST OR THAT ARE PROPOSED**:
 - a. ☐ Structures;
 - b. ☐ Swimming pools;
 - c. ☐ Recorded easements;
 - d. ☐ Onsite sewage treatment and disposal system components;
 - e. ☐ Slope of the property;
 - f. ☐ Wells;
 - g. ☐ Potable and non-potable water lines and valves;
 - h. ☐ Drainage features;
 - i. ☐ Filled areas;
 - j. ☐ Excavated areas for onsite sewage systems;
 - k. ☐ Obstructed areas;
 - l. ☐ Surface water bodies Requires a surveyor to set the Mean High Water Line boundary for tidally influenced surface water bodies. Requires a surveyor or department staff to set the Mean Annual Flood Line for permanent non-tidal surfacewater bodies.
 - m. ☐ Location of the reference point for system elevation.
2. If the county health department is responsible for performing the site evaluation, the applicant or applicant's authorized representative must **indicate the approximate location of wells, onsite sewage treatment and disposal systems, surface water bodies and other pertinent facilities or features on contiguous or adjacent property. If the features are within 75 feet of the applicant lot, the estimated distance to the feature must be shown but need not be drawn to scale.**
3. If the county health department will not be performing the site evaluation, the applicant or authorized agent is responsible for the measurements to all features, including the pertinent features within 75 feet of the applicant lot. **The location of any public drinking water well, as defined in paragraph 62-6.002(47)(b), F.A.C., within 200 feet of the applicant's lot must also be shown, with the distance indicated from the system to the well.**
4. If an individual lot is two 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 exhibit 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. *To scale parcel must be large enough to provide sufficient authorized flow.*
5. All information that is necessary to determine the total sewage flow and proper setbacks on the site ownership must be submitted with the application. The applicant lot shall be clearly identified. **A copy of the legal description or survey must accompany the application for confirmation of property dimensions only.**

FOR REPAIR APPLICATIONS:

1. A site plan (*NOT REQUIRED TO BE DRAWN TO SCALE*) showing:
 - a. ☐ property dimensions
 - b. ☐ the existing and proposed system configuration and location on the property
 - c. ☐ the building location
 - d. ☐ potable and non-potable water lines, within the existing and proposed drainfield repair area
 - e. ☐ the general slope of the property
 - f. ☐ property lines and easements
 - g. ☐ any obstructed areas
 - h. ☐ any private well show private potable wells if within 100 feet of system, non-potable within 75 feet
 - i. ☐ any public wells show if within 200 feet of system any surface water bodies and stormwater systems show if within 100 feet of system. Requires a surveyor to set the Mean High Water Line boundary for tidally influenced surface water bodies. Requires a surveyor or department staff to set the Mean Annual Flood Line for permanent non-tidal surface water bodies.
 - j. ☐ The existing drainfield type shall be described. For ex., mineral aggregate, non-mineral aggregate, chambers, or other.
 - k. ☐ **Any unusual site conditions which may influence the system design or function** such as sloping property, drainage structures such as roof drains or curtain drains, and any obstructions such as patios, decks, swimming pools or parking areas.

FOR ABANDONMENT APPLICATIONS:

1. A site plan (*NOT REQUIRED TO BE DRAWN TO SCALE*) showing:
 - a. ☐ the location on the property of the existing system to be abandoned
 - b. ☐ the building location
 - c. ☐ property lines

FOR ALL SITE PLANS (IF APPLICABLE)

- a. ☐ A Coastal Construction Control Line Permit or an exemption notice from the Department of Environmental Protection if any component of the onsite sewage treatment and disposal system or the shoulders or slopes of the system mound will be seaward of the Coastal Construction Control Line, established under Section 161.053, F.S. Should the location of the proposed onsite system relative to the control line not be able to be definitively determined based on the site plan and the online products available on the DEP website, the applicant shall provide a survey prepared by a certified professional surveyor and mapper showing the location of the control line on the subject property.
- b. ☐ All plans and forms submitted by a licensed engineer shall be dated, signed and sealed.
- c. ☐ The evaluator shall document the locations of all soil profiles on the site plan.

Instructions

Field	Instructions
Permit #	Permit tracking number assigned by County Health Department.
Applicant	Property owner's full name.
Agent	Property owner's legally authorized representative.
Lot, block, subdivision	Lot, block, and subdivision for lot.
Property id#	27-character number for property (property appraiser ID # or section/township/range/parcel number).
Property size	Check if property size at site conforms to submitted site plan and legal description.
Net usable area	Record net usable area available per Rule 62-6.005(7)(c), F.A.C. Net usable area does not include paved areas and prepared road beds within public rights-of-way or easements and does not include surface water bodies. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions that would affect the operation of drainfield systems may be included.
Sewage flow	Record the total estimated sewage flow for the establishment from Chapter 62-6.008(1)(a) or (b), F.A.C. Record the authorized sewage flow for the lot based on net usable area and water supply (1500 gallons per day per acre for private water supplies and 2500 gallons per day per acre for public water supplies). If authorized sewage flow does not equal or exceed the estimated sewage flow, the application must be denied.
Unobstructed area	Record the square feet of unobstructed area available and the amount required. Unobstructed area must be at least 1.5 times as large as the drainfield absorption area and must meet minimum setbacks in Chapter 62-6, FAC. The unobstructed area must be contiguous to the drainfield.
Benchmark information	Record the location of the benchmark. If using a surveyor's benchmark record the actual elevation. Record the elevation of the proposed system site in relation (above or below) to the benchmark for the most restrictive profile.
Minimum setbacks	Record minimum setbacks which can be met to all listed features. Actual measurements must be recorded or "NA" for non-applicable features. Features on site plan or within 75 feet of the applicant lot must be measured. The location of any public drinking well within 200 feet of the applicant's lot must also be verified.
Flood information	Record information on lot's subject to flooding. For lots subject to flooding record 10 year flood elevation for site and actual site elevation.
Soil profile information	Two soil profiles within the proposed absorption area to a minimum depth of 6 feet or refusal are required. Soil identification will use USDA Soil Classification methodology (Munsell colors and USDA soil textures). Refusals must be clearly documented. Provide USDA soil series if available, record "UNK" if the series cannot be determined.
Water table	Record the depth of the observed water table at the time of the evaluation. Mark "perched" or "apparent" as appropriate. Record the estimated wet season water table (WSWT) elevation based on site evaluation, USDA soil maps, and historical information. Indicate if there is high water table vegetation present and list in comments. Indicate presence and depth of shallowest WSWT indicator.
Soil texture	Record soil texture or loading rate for system sizing based on the most restrictive profile.
Depth of excavation	If applicable record depth of excavation required based on the most restrictive profile. Record "NA" if not applicable.
Drainfield configuration	Check drainfield configuration required. If other, specify type.
Additional criteria	Record any additional remarks pertinent to site or installation. Ex. Dosing required and document any WSWT indicators.
Site evaluated by	Signature of evaluator, title, and date of evaluation. Professional engineers must seal all documentation submitted.

Evaluation Worksheet

Elevation of Benchmark or Reference Point is: _____

Benchmark
+ Shot: _____
H.I.: _____

Site 1
H.I.: _____
-Shot: _____

Site 2
H.I.: _____
-Shot: _____

Site 3
H.I.: _____
-Shot: _____

INSTRUCTIONS:

Item	Instruction
PERMIT #	Permit tracking number assigned by department.
APPLICANT	Property owner's full name.
CONTRACTOR/AGENT	Licensed contractor or property owner's legal agent.
LOT, BLOCK, SUBDIVISION	Legal description for property.
ID #	Property appraiser identification number for property.

EXISTING TANK:

Item	Instruction
TANK 1	Complete tank size in gallons or gpd and mark appropriately. Complete LEGEND (approval number), MATERIAL (concrete, fiberglass, polyethylene) and whether or not tank is BAFFLED.
TANK 2	Same as TANK 1.
GREASE INTERCEPTOR	Same as TANK 1.
DOSING TANK	Same as TANK 1. Complete # PUMPS installed.
TANK CERTIFICATION	Completed by registered septic tank contractor, state-licensed plumber, certified EH professional, or master septic tank contractor. Show the date the tanks were pumped, the name of the pumping company, how the tank volumes were determined (measurement of tank dimensions and calculation of volume, filling the tank from a metered water source, or recording the tank legend for known tanks). If tank dimensions are used, list the tank dimensions in the remarks section. Indicate whether the tank has a solids deflection device or an outlet filter. If the tanks cannot be certified, note that fact in the remarks section.

EXISTING DRAINFIELD:

Item	Instruction
FIELD 1	Complete size of drainfield in square feet, NO. OF TRENCHES (if applicable) and DIMENSION (bed width and length or trench width and total length of trenches).
FIELD 2	Same as FIELD 1.
TYPE OF SYSTEM	Mark appropriate block.
CONFIGURATION	Mark appropriate block.
DESIGN	Mark appropriate blocks.
ELEVATION	Record elevation of lowest point of bottom of drainfield in reference to natural grade.

FAILURE / REPAIR INFORMATION

Item	Instruction
INSTALLATION DATE	Record year of original system installation.
TYPE OF WASTE	Mark appropriate block.
GPD	Provide estimated sewage flow to system based on metered water flow data (if available) or Table I, whichever is greater.
SITE CONDITIONS	Mark all applicable blocks. Record any other significant conditions.
NATURE OF FAILURE	Mark all applicable blocks.
FAILURE SYMPTOM	Mark all applicable blocks.
REMARKS	Record any other significant criteria that may impact system design. If dimensions are used to determine tank volumes, list the tank dimensions in the remarks section. If the tanks cannot be certified as free of observable defects or leaks, explain in remarks.
SUBMITTED BY	Signature of person performing evaluation.
TITLE/LICENSE	Title of department person or license number of other evaluators.
DATE	Date of evaluation.