

**Florida Department of Health in Pasco County
Environmental Health Services**

Main Street

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New Port Richey, FL 34652
Phone: (727) 841-4425 opt 5
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Dade City

13941 15th Street
Dade City, FL 33525
Phone: (352) 521-1450 opt 5
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**EXISTING SEPTIC SYSTEMS APPLICATION FOR RESIDENTIAL REMODELING THAT
ADDS BEDROOMS -OR- PROPOSED CHANGES TO THE USE OF COMMERCIAL /
INSTITUTIONAL SYSTEMS**

Whenever the lay out or the square footage of an existing home is altered to **add bedrooms** (or replacing an existing mobile home with a house, replacing an existing mobile home with another mobile home), and or any changes to the original approval conditions to the use of **existing commercial/ institutional septic systems** are being proposed, and application for an Existing Septic System evaluation must be applied to the department. Applicants must ensure that applications are submitted with ample time to allow the department to conduct the review of the application proposal, the required documents, and conduct any site visits that may be necessary. An application for an Existing System evaluation will be processed when all the applicable documents have been submitted, and the application is deemed complete:

- () **APPLICATION FEE-** To begin the process a \$60.00 application fee will be submitted. There may be additional fees depending on the additional services that may be necessary, upon the review of the application. Please note that if the proposal cannot be approved because it is not in compliance with current state laws and or code, and the system requires a Modification, a Repair, or a New System replacement, a denial letter will be provided explaining the options that may be available.
- () **APPLICATION FOR CONSTRUCTION PERMIT-** The Application Form must be completely filled out by either the applicant or the authorized agent. ***Please Note-** under "Type of Establishment", if it's a residential bedroom addition, please indicate the existing number of bedrooms and square footage of the house and then the proposed addition (number of proposed bedrooms and their square footage). For commercial/ institutional systems indicate the existing use and square footage of the building, the proposed change of use and the square footage (additional information may be requested based on the information provided, if necessary) ***Please Note-** To expedite the process, if you have a FAX number or E-Mail Address where you would like us to forward letters or documents to you, please indicate clearly at the top of the Application Form: "FAX (or E-mail) any communication to: Fax#----- (or E-Mail address)"
- () **SITE PLAN*-** A site plan must be **drawn to scale** (i.e., 1" = 30'). All pertinent features within 75' of the applicant's lot, to include wells, septic systems, surface water bodies etc. must be shown. If you have a survey you may use it, otherwise when you draw the site plan yourself, make sure to indicate the dimensions of the lot. You must show in the site plan where your existing septic system (tank and drainfield) and all wells located on the property. You should be able to show an unobstructed area 1.5 times the size of your drainfield, contiguous to your septic system (this unobstructed area is necessary for future repairs of the system). If it's an existing home with a proposed addition, show the existing home, and **the proposed addition should be shown with perforated lines**. The setback from the addition to the septic system must be shown.

If it's replacing an existing mobile home with a house, just show where the proposed new house will be built. If it's replacing an existing mobile home with a new mobile home, just show where the proposed new mobile home will be placed. If a shed, garage, swimming pool, etc. exists on the property, show their location on the site plan, and its distance to the septic system.

- () **FLOOR PLANS** - For residences, a floor plan **drawn to scale** or showing the total building area of the structure, at the applicants' option, and showing the number of bedrooms and the building area of each dwelling unit. Non-residential establishments shall submit a floor plan drawn to scale 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. Plumbing fixtures located at a non-residential establishment shall be included on the floor plan, but need not be drawn to scale. (Please Note – Depending on the requirements of the current code, you may be required to upgrade your septic system).
- () **PUMP-OUT CERTIFICATION** – If your septic system **has not** been inspected and approved by the department within the last **five (5) years**, the state code requires that you have your septic tank pumped out by a permitted pumping contractor, and the tank duly certified.

ADDITIONAL HELPFUL DOCUMENTS

- () **PROPERTY APPRAISERS PRINTOUT** – This printout is helpful to research important necessary information, such as Property IDs, legal descriptions, and to confirm the property's dimensions. The printout may be obtained at the Property Appraiser's Office at the Pasco County Government Center or from their website:
www.appraiser.pascogov.com.

Below you will find the most common setback distances you will need to adhere to when drawing your site plan. Please note that other setbacks may be applicable.

75 feet from any residential private well

50 feet from any stream, canal, pond or permanent surface water (for lots platted before 1972).

75 feet from any stream, canal, pond or permanent surface water (for lots platted after 1972).

200 feet from any public water supply well.

10 feet from any potable water line

5 feet from a building/obstructed area

5 feet from any property line



STATE OF FLORIDA
 DEPARTMENT OF HEALTH
 ONSITE SEWAGE TREATMENT AND DISPOSAL
 SYSTEM
 APPLICATION FOR CONSTRUCTION PERMIT

PERMIT NO. _____
 DATE PAID: _____
 FEE PAID: _____
 RECEIPT #: _____

APPLICATION FOR:

- New System Existing System Holding Tank Innovative
 Repair Abandonment Temporary _____

APPLICANT: _____

AGENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

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TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3) (m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

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PROPERTY INFORMATION

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PLATTED: _____

PROPERTY ID #: _____ ZONING: _____ I/M OR EQUIVALENT: [Y / N]

PROPERTY SIZE: _____ ACRES WATER SUPPLY: [] PRIVATE PUBLIC [] <=2000GPD [] >2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [Y / N] DISTANCE TO SEWER: _____ FT

PROPERTY ADDRESS: _____

DIRECTIONS TO PROPERTY: _____

BUILDING INFORMATION

RESIDENTIAL COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table 1, Chapter 64E-6, FAC
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Floor/Equipment Drains Other (Specify) _____

SIGNATURE: _____ DATE: _____

APPLICANT: Property owner's full name.
AGENT: Property owner's legally authorized representative.
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 OF SUBDIVISION: Official date of subdivision 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 shall be considered a subdivision of the lot.

PROPERTY ID#: 27 character number for property. CHD 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: Net usable area of property in acres (square footage divided by 43,560 square feet) exclusive of all paved areas and prepared road beds within public rights-of way or easements and exclusive of streams, lakes, normally wet drainage ditches, marshes, or other such bodies of water. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions may be included in calculating lot area.

WATER SUPPLY: Check private or public <= 2000 gallons per day or public > 2000 gallons per day.

SEWER AVAILABILITY: Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet.

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 II, Chapter 64E-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office.

NO. BEDROOMS: Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants.

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 II, Chapter 64E-6, FAC.

FIXTURES: Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.

SIGNATURE / DATE: Signature of applicant or agent. Date application submitted to the CHD with appropriate fees and attachments.

ATTACHMENTS: A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, if the features are within 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) 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.

4015 PG 2:SITE PLAN INSTRUCTIONS – 64E-6.004, FAC

FOR NEW/EXISTING/MODIFICATION SYSTEM APPLICATIONS: The site plan shall be **DRAWN TO SCALE** and shall be for the property where the system is to be installed.

1. The site plan shall **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 surface water 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 shall **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 shall be 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 64E-6.002(44)(b), F.A.C., within 200 feet of the applicant's lot shall also be shown, with the distance indicated from the system to the well.**
4. If an individual lot is five 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 shall 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: A site plan (*NOT REQUIRED TO BE DRAWN TO SCALE*) 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
- any private well *show private potable wells if within 100 feet of system, non-potable within 75 feet*
- 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.*
- The existing drainfield type shall be described. For ex., mineral aggregate, non-mineral aggregate, chambers, or other.
- 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 ALL SITE PLANS (IF APPLICABLE)

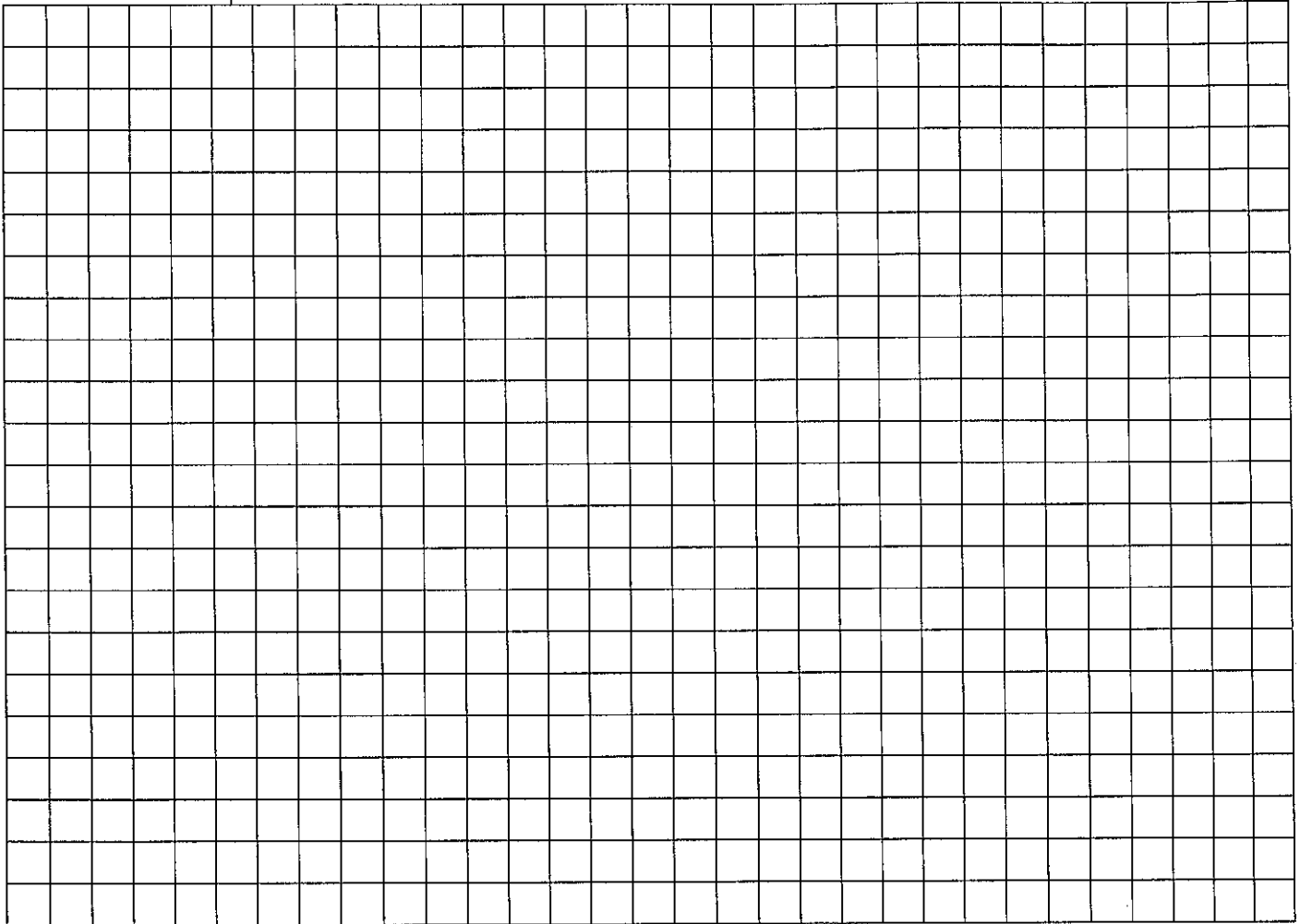
- A Coastal Construction Control Line Permit or an exemption notice from the Department of Environmental Protection if any component of the onsite sewage treatment and disposal system or the shoulders or slopes of the system mound will be seaward of the Coastal Construction Control Line, established 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.
- All plans and forms submitted by a licensed engineer shall be dated, signed and sealed.
- The evaluator shall document the **locations of all soil profiles** on the site plan.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
APPLICATION FOR CONSTRUCTION PERMIT

Permit Application Number _____

----- PART II - SITEPLAN -----

Scale: Each block represents 10 feet and 1 inch = 40 feet.



Notes: _____

Site Plan submitted by: _____
Plan Approved _____ Not Approved _____ Date _____
By _____ County Health Department

ALL CHANGES MUST BE APPROVED BY THE COUNTY HEALTH DEPARTMENT