

The Environmental Specialist who will inspect your septic system and/or property will be allowed to have **21 working days** to prepare the report or permit you are requesting. It is possible that it may not take that full amount of time but we offer no guarantees on providing such reports or permits prior to that time allowed by the state of Georgia.

We ask that calls inquiring about the status of your permit or report wait until the 20th day. The 21 day count down does not start until ALL REQUIREMENTS ARE MET.

ALL of the following must be done BEFORE submitting your application. The steps are listed in an order that is most helpful for you. Do NOT skip any steps.

1. Property must be **clearly MARKED**: address/lot number readable from nearest road.
2. Property must be cleared, partially cleared or partially cleared to allow access to the proposed septic locations.
3. **FOR EXISTING SEPTIC SYSTEM REPAIRS AND INSPECTIONS FOR MOVE ON ONLY** -- You Must obtain from a certified septic pump company a "Pump Out" report or proof of a pump out having been done within the past **5 years**.
4. All 4 corners of lot must be **Marked/Staked**, or **FLAGGED**. Mark, expose, or locate and mark property pins or survey markers. **WE WILL NOT GO TO THE PROPERTY UNTIL YOU TELL US ALL PINS ARE MARKED.**
5. **ALL SEPTIC PERMITS REQUIRE** a soil report from a Georgia Certified Soil Classifier. The report must be at least a LEVEL 3 soil study. We will let you know if we require a LEVEL 4. **NO EXCEPTIONS**
It is helpful to flag the area you want for your septic system. *But it is not required. By flagging the area, it will save the soil scientist time and SAVE YOU \$\$\$\$.*
6. An accurate **plot plan (AKA: site plan)** is required because it is **your representation** of the **legal definition** of the boundaries of the property. We will take the picture on **GIS ONLY AS A LAST RESORT**. The **plot plan (AKA: site plan)** submitted must show all of the following: If these are not already on the site plan **YOU MUST DRAW THEM IN**.
 - a. Show proposed house location.
 - b. Septic location or proposed location if it is known at time of submitting application.
 - c. Driveways.
 - d. Pools and planned pools.
 - e. **All wells** must be shown on the site plan. Even wells used strictly for agriculture and yard watering.
 - f. All wetlands, lakes, ditches, swales or drainage features on the site or surrounding property within 100' of property line.

- g. Other improvements proposed must be shown on the site plan.
7. Provide a Floor Plan of the proposed construction or Mobile Home to be moved on to the site.
Label all rooms
 8. Circle at the top of the application which service is needed.
 9. Sign the application and list at least **2 phone numbers**. If someone else will be picking up the permit or communicate with our office they must be identified on the application or provide us with your written permission to be an *authorized agent*.
 10. Fee for requested services must be PAID in Full ***when the application is submitted***.
A \$20 per trip fee will be charged if the environmentalist cannot find the correct lot due to inadequate clearing, marking, or flagging.