



# Gilmer County Department of Public Health

**Gilmer County Health Department**  
Environmental Health Division  
1 Broad Street, Suite 003  
Ellijay, Georgia 30540  
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## **On-Site Sewage Management System (OSSMS) Permit Information Packet**

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**\*\* You MUST obtain your 911 Address  
Before applying for your Septic Permit.**

**ATTENTION Property Owners...Please READ CAREFULLY:**  
**House 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.**  
**EXTRA TRIP CHARGES 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.

(List on page 2) When applying for permit, this office requires the **original (red seal)** results. We will accept a copy for the initial inspection; however, the permit **will not** be released until receipt of originals with red seal.

**Note:** *If soil report shows all slopes greater than 35% a site plan will be required. See page 3 for more information.*

**\*Attention Customers: Our office will ONLY accept an ORIGINAL SOIL REPORT from the soil scientist.**

**COPIES (black/white printed copies) will NOT be accepted. Please ask your soil scientist to mail you a signed copy with the red stamp seal. If you are obtaining a copy from a realtor or home/property owner and only receive a copy, please contact the soil scientist that did the report and ask for a signed copy to be mailed to you. You will NOT be able to apply for a permit without an original soil report.**

## 2. **911 Address** must be obtained before applying for a septic permit. Please contact the 911 Addressing office for more information.

## 3. 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.

## 4. 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.

## 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 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.

## Permit Application

Application should be filled out **completely, front & back.**

**Must provide detailed and exact directions to property!**

There **will be a \$100.00 extra trip charge** if the E.H. Agent cannot locate property by initial directions given, finds the house site **not staked**, finds property lines **not marked** or cannot gain access to property due to **no gate code** or **locked gate/chain** at time of inspection.

Fee must be paid before release of OSSMS permit.

**Original signature is required on permit.** (*Permit cannot be released without signature*)

**Fees for New Septic Systems** are as follows: 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

< 5000 sq ft      \$500

**NOTE: Fees are Based on TOTAL square feet, NOT **just** heated**

This **DOES** include basement square footage...Even if the Basement is NOT Finished.

As well as, any bonus rooms or rooms over garages.

**\*\*Make Check Payable to: GCHD or Gilmer Co Health Dept.**

**Payment for permit must be submitted at time of application (**exact** cash, check or credit card)**

## \*Check List:

1. 4 corners of the house staked out
2. 911 Address must be obtained before applying
3. Level 3 Soil Report (perk test) Original - Copies not accepted
4. Floor Plan (just footprint-all floors including unfinished basement, if applicable)
5. Recorded Plat of Property
6. Application
7. Application fee

# Georgia Certified Soil Scientist/Classifier's

Below is the soil scientist list from the state website or you may visit:

<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. Our area is ~ Region 1 – Rome/Dalton Area.

**Please check the website for the most current updated list.**

## Georgia Department of Public Health Environmental Health Section

### Individuals Approved by Georgia DPH to Conduct Soil Investigations Throughout Georgia for On-site Sewage Management Systems - Listed by Region for Convenience Purposes

- Region 1 - Rome/Dalton (Northwest)
- Region 2 - Athens/Gainesville (Northeast)
- Region 3 - Atlanta/Metro Atlanta
- Region 4 - LaGrange/Columbus (West Central)
- Region 5 - Macon/Dubin (Central)
- Region 6 - Augusta (East Central)
- Region 7 - Albany/Valdosta (Southwest)
- Region 8 - Waycross/Savannah (Southeast)

#### REGION 1 - Rome/Dalton\*

Bartow, Catoosa, Chattooga, Cherokee, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield

**Baxter, Tim** *Soil Scientist* (423) 942-6785  
Baxter Soil Consulting  
Jasper, TN

**Cabe, Douglas E** *Soil Scientist* (706) 694-0982  
Cohutta Land Company LLC  
Calhoun, GA

**Fox, Josh** *Soil Scientist* (706) 636-3813  
Appalachian Soil, Inc.  
Ooltewah, TN

**Garland, Luke W** *Geologist* (706) 844-6753  
Garland Environmental & Geological Solutions, LLC  
Ellijay, GA

**George, Walter G** *Soil Scientist* (404) 630-7550  
Walter G. George Soil Consultants, Inc.  
Chattanooga, TN

**Grinstead, Brian A** *Engineer* (678) 756-2122  
Cumberland Engineering Consultants, LLC  
Dallas, GA

**Hall, Duncan K** *Soil Scientist* (706) 234-9444  
Riverbend Soil Consulting, Inc.  
Rome, GA

**Hardeman, Johnny D** *Geologist* (706) 635-2488  
Conasauga Soil & Erosion Control, LLC  
Ellijay, GA

**Henderson, Richard B** *Soil Scientist* (423) 488-5559  
Richard B Henderson  
Jasper, TN

**Hendon, Tony** *Geologist* (423) 463-5216  
Hendon Environmental  
Mentone, AL

**Hercules, Shelby** *Engineer* (864) 508-4713  
Shelby Hercules  
Cartersville, GA

**Higgins, Ryan** *Engineer* (706) 506-5434  
RW Higgins, LLC  
Armuchee, GA

**Holbert, Barry D** *Engineer* (678) 951-2526  
Maxis Engineering, LLC  
Woodstock, GA

**Moore, David A** *Soil Scientist* (423) 999-5481  
Hiwassee Land and Soil Services, LLC.  
Decatur, TN

**Myers, David** *Soil Scientist* (706) 237-5270  
David Myers Soil Consultants, LLC  
Ft. Oglethorpe, GA

**Petersohn, Jeff A** *Engineer* (678) 575-7403  
Georgia Engineering & Environmental  
Ellijay, GA

**Warner, Joel B** *Geologist* (706) 374-2188  
Joel B. Warner, P.G., Warner Soil & Geological Services  
Morganton, GA

# On-Site Sewage Management System (OSSMS) 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)**

Site plans are required for **all commercial building lots** and for some 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 (OSSMS)

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, Number of Occupants? \_\_\_\_\_

Number of Bedrooms on each floor: Main Floor \_\_\_\_\_ 2<sup>nd</sup> 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 | Detached | Drive-under    \*Drive-way: Left Right Front Back Circle

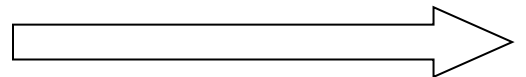
Sq. Ft. of Home: Main Floor \_\_\_\_\_ 2<sup>nd</sup> Floor/Loft \_\_\_\_\_ Basement total (heated & unheated) \_\_\_\_\_ Bonus Room \_\_\_\_\_  
/Over Garage

\*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 (OSSMS)

**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.

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**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:** \_\_\_\_\_