



Gilmer County Department of Public Health

Gilmer County Health Department
Environmental Health Division
1 Broad Street, Suite 003
Ellijay, Georgia 30540
Office (706) 635-6050 Fax (706) 635-6030

On-Site Sewage Management System (OSSMS) Permit Information Packet

Permit Application Requirements	Page 1 & 2
Soil Scientist/Classifier List & Site Plans	Page 3
Locations/Distances	Page 4
Permit Application (front & back)	Page 5 & 6

**** 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**. The floor plans can be hand-drawn, by computer, copy from a house plan book or off the internet.

They must be **drawn with all rooms labeled** and **outside dimensions** noted.

If your house plan (not paper) is larger than 11x14, **you will need to have a reduced copy made (81/2x11, 11x14)** before applying for permit.

Initial Inspection Requirements

***ALL property lines MUST be clearly marked (2pprox.. 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** (with the exception of clearing brush and trees **only**) 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.

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 For Gilmer County

***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.**

Appalachian Soil Services, LLC

Josh Fox ~ 706-636-3813

Conasauga Soil & Erosion Control, LLC

John D. Hardeman ~ 706-635-2488

Garland Environmental

Luke Garland ~ 706-844-6753

lwgarland@garlandgeological.com

Enotah Environmental, LLC

Rusty Royston ~ 706-781-7899

rusty@enotah-env.com

Jeff Petersohn

678-575-7403

Joel Warner, P.G.

706-374-2188

Cohutta Land Company, LLC

Douglas E. Cabe 706-694-0982

Mill Creek Environmental, LLC

706-579-1607

Note: This is not the complete list of State Certified Soil Classifiers.

You may choose the services of another company not on this list, as long as they are State of Georgia certified.

See link below for a full list of state certified soil scientist:

<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.

Site Plan Requirements (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.

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.

I. 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

II. 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

III. 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

IV. Field Line (final determination will be based on soil type)

Final determination will be based on soil type and number of bedrooms (not bathrooms)

V. 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 provide by the soil report)

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: _____

If applicable:
Builder/Contractor Name & Phone #'s: _____
Subdivision Name: _____ Lot # _____ Lot size/Acreage _____
*If you live in a Gated Community ~ Gate Code: _____

***911 ADDRESS**/Street Name where **DRIVEWAY** will be Located: _____

Detailed directions to property (Include mailbox #'s, distances & note if street sign is missing): **THIS IS REQUIRED**

Locked Gate/Chain on Property? Y N Loose Dogs on Property? Y N

Is property in flood plain? Y N Stream/Creek/River/Lake/Spring on Property? Y N (If yes) how far/house site? _____

Drinking water source: ___ Individual Well ___ Public ___ Community *Is the Water Source already on property? Y N

Building/House Info ___ Stick Built Home ___ Mobile Home ___ Commercial ___ Other (Please Explain) _____

Number of Bedrooms on: ___ Main Floor ___ 2nd Floor/Loft ___ Basement
Check One: ___ UNFINISHED Basement ___ FINISHED Basement *Plumbing in Basement? Y N ___ NO Basement

Garbage Disposal: Yes / No Garage: Yes / No ~ Attached I Detached I Drive-under Drive-way: Left Right Front Back

Sq. Ft. of Home: Main Floor _____ 2nd Floor/Loft _____ Basement total (heated/unheated) _____ Bonus Room _____

*Swimming Pool? Yes or No (If, yes...Please draw on Plat/Survey the house site and "future" pool location)

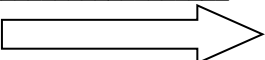
Commercial Business Info Only: Type of Business _____
No. of Employees _____ No. of Restrooms _____ If, Food Service ~ No. of Seats? _____ Serving? B L D All Day
Any other wastewater...such as industrial wastewater? _____

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.

*****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.

* I understand that this permit will **EXPIRE** (12) months from **Issue Date** on the Septic Permit Inspection Report *

Signature of Applicant: _____ Date: _____
Please sign the back side of application 

GILMER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT
Application for On-Site Sewage Management System (OSSMS)

**NOTICE of ANY LAND DISTURBANCE PRIOR TO OBTAINING
A SEPTIC PERMIT**

Grading, filling, digging, cutting or other landscaping or construction activities on a lot and/or piece of property prior to 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 permit.

This office strongly recommends obtaining your On-Site Sewage Management System (OSSMS) permit prior to any site alterations.

Signature of Applicant _____

Date _____

ALTERNATIVE PRODUCT APPLICATION

Twenty plus years ago, a septic system drain field (absorption field) was gravel and pipe, but today there are many different drain field products to select from and your septic contractor will probably want to use one such as chamber, polystyrene, or bundled tubing. There is nothing wrong with a gravel drain field, but new alternative drain field products are easier to install, usually require less area than a gravel system, and are also approved by the Division of Public Health.

For example, some products only need 65% as much area as a standard gravel drain field, but this percentage varies with the product used. Your permit will be written in terms of a gravel drain field because all other products are compared to that standard and we can't know what brand of new product your contractor might use. We will provide you with the list of approved alternative drain field products.

Please indicate your preference below. You may choose to remain with a gravel drain field or allow the use of alternative drain field products. We do not recommend one drain field product over another, including gravel.

PLEASE SIGN **ONE** –

"I **do NOT want** alternative absorption field products (often referred to as chamber, infiltrator, etc.) to be used with my septic system and wish to have the standard gravel absorption field installed."
(Sign here For a Gravel System Only)

Applicant's Signature _____

Date _____

"I **ALLOW** the installation of one of the alternative absorption field products (often referred to as chamber, infiltrator, etc.) approved by the Division of Public Health." **(Most commonly used today)**

Applicant's Signature _____

Date _____

***PLEASE ALLOW 7 – 10 BUSINESS DAYS TO PROCESS APPLICATION**