

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

Vision: To be the Healthiest State in the Nation

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## Instructions for New Septic System Permit Application

Please review the attached New System Checklist for further instruction prior to submitting the application.

1. Application Form (DH4015 form attached)
2. Site Plan (Site Plan Checklist Attached)
3. Survey (Drawn to scale, showing pertinent features within 75' of the property, signed and sealed by a licensed surveyor and mapper)
4. Floor Plan (Drawn to scale with the building area labeled)
5. Site Evaluation (Performed by an approved individual, see attached List of Authorized Site Evaluators. Alternatively, the Department of Health can perform this for \$165 at time of submittal)
6. \$100 Counter Submittal fee required

### Submit the Application in Person to:

Onsite Sewage (2nd Floor)  
Env. Engineering  
Florida Department of Health in Broward  
2421-A SW 6th Avenue  
Fort Lauderdale, FL 33315



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: \_\_\_\_\_

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## **New System Approval Check List**

### **[ ] 1. Application:**

DOH Form 4015 Page 1 to be completed by property owner or agent. If agent is signing form, there must be an "Owner/Agent Authorization" from attached. NOTE: A property deed or legal documentation showing proof of ownership must be submitted with application

[ ] Owner/Agent Form

[ ] Proof of Ownership

### **[ ] 2. Site Evaluation and System Specifications**

Form DH 4015 Page 3 of 4 must be completed by a Professional Engineer or other qualified person.

**NOTE:** Two soil profiles to a minimum depth of 72" or "refusal" in the proposed drainfield area are required using the USDA Soil Classification methodology and Munsell soil color charts. A season high water table indicators from each profile must be notated in the remarks section. The elevation for BOTH profiles must also be noted.

### **[ ] 3. Site plan:**

Submit **scaled** site plan showing the proposed size and location of the septic tank, drainfield and unobstructed reserve area, along with all items listed on the Broward County Site Plan Check List.

[ ] Broward County Site Plan Check List

### **[ ] 4. Survey of Property:**

Submit a **sealed** survey showing a benchmark that is properly identified and accessible (PLEASE NOTE: per Broward County rule, a benchmark must be provided by a Surveyor only), the road elevations and proposed system site elevation. Mark the location and distance of any existing public wells on or within 200 feet of the property. Existing Private wells, septic systems or surface waters on or within 75 feet of the property must be marked and the distance indicated. If none of these features are located within 75 feet of the perimeter of the property, the following statement must be on the survey, **"There are no wells, septic systems or bodies of water within 75 feet of the property line except as shown"**. The word "visible" must not be used in this statement.

If there is a body of water within 75 feet of the property line, the surveyor must show the Mean Annual Flood Line marked by an approved indicators. **NOTE: Edge of water is not acceptable.**

### **[ ] 5. Floor Plan:**

**Residential:** Submit a floor plan showing the number of bedrooms and the square footage of the building area in each dwelling unit.

**Building Area** – that enclosed habitable area of a dwelling unit, excluding the garage, carport, exterior storage shed, or open or screened patios or decks. Calculations of building area shall be made by measurements of the outside building dimensions.

Building area of each additional story of the structure shall be added to determine the total building area.

**Commercial:** Submit a floor plan showing square footage of building area, all plumbing drains and fixtures, a description of what the building will be used for (using the list from Table I "For System Design" from the OSTDS Rule) and any other pertinent features necessary to help determine estimated sewage flows for the establishment. A sewer availability letter from the applicable utility specifying the distance from the property to the nearest available sewer (both gravity and/or force main) must also be submitted.

[ ] Sewer Availability Letter

### **[ ] 6. Fees:**

**A:** A **\$100.00** plan review fee will be charged at the time of the initial submittal. Any missing or incorrect information may result in an addition **\$100.00** plan review fee, per resubmittal.

**B:** A **\$260.00** permit fee for all systems (This fee includes the permit and two (2) inspections).

The fee will be charged at the time that the permit is issued and collected at the time that the applicant picks up the permit.

**C:** A **\$165.00** site evaluation fee will be charged if performed by Florida Department of Health staff (includes Mean Annual Flood Line determination).

**D:** A **\$165.00** fee for the Florida Department of Health staff to determine the Mean Annual Flood Line (If site evaluation is not performed by Florida Department of Health).

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## **Broward County Site Plan Check List**    **Site Address:** \_\_\_\_\_

A site plan is necessary to ensure that the Onsite Sewage Treatment and Disposal System (OSTDS) can be installed meeting all lawful requirements. An OSTDS includes everything from the beginning of the septic tank to the end of the drainfield. The following information is required by state and county rule. Indicate the following items on the site plan. If applicable, place a check mark (✓) by the appropriate number. If not applicable, place N/A by the appropriate number. Please note that all items on the site plan must be drawn to scale using the same scale.

### **1. \_\_\_\_\_ Property boundaries with dimensions**

Site plans are required to be drawn to scale showing boundaries. 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. A copy of the legal description or survey must accompany the application for confirmation of property dimensions. Site plans submitted for the permitting and construction of repairs are required to show property dimensions only.

### **2. \_\_\_\_\_ Existing and/or proposed septic system**

For existing septic systems, the septic tank and drainfield should be drawn on the site plan as it exists on the property. For proposed septic systems, a standard septic tank should be shown on the site plan as a minimum 5 feet by 10 feet and the drainfield should be shown as a minimum of 300 square feet. The actual size of the drainfield may be smaller or larger once the site evaluation has been performed and the estimated seasonal high water table and loading rate for the soils has been established. The site plan would then need to be amended to reflect the actual permitted specifications of the proposed septic system. Trench or bed drainfield configuration will also need to be shown. Dimensions should be shown on all parts of the septic system.

### **3. \_\_\_\_\_ Pertinent Features**

If pertinent features (wells, septic systems, ponds, etc.) are within 75 feet of the applicant lot, the estimated distance to the features must be shown but not drawn to scale.

### **4. \_\_\_\_\_ Benchmark**

The Benchmark, as noted by the Surveyor (please see notes on new system check list).

### **5. \_\_\_\_\_ Existing and proposed residences and/or buildings**

Draw and label each building on the property indicating the setback to the system.

### **6. \_\_\_\_\_ Existing and proposed Swimming Pools**

Show swimming pool(s) with distance to all existing and proposed septic systems

7. \_\_\_\_\_ **Show all recorded easements on the property**

An easement is an interest in land owned by another that entitles the holder of the easement to a specific use. Examples of easements are: drainage easements and utility easements.

8. \_\_\_\_\_ **Indicate the slope of the property and percent of slope**

Indicate the direction of the slope of the property by using arrows. If the property has no slopes, indicate as no slope or flat. If you know the percent slope, please indicate. Slope is the percentage of fall in a specified distance.

9. \_\_\_\_\_ **Location of all existing and proposed wells**

Locate all wells on the property and show distance to all septic system(s).

10. \_\_\_\_\_ **Potable and non-potable waterlines, including valves**

Show potable and non-potable water lines, including valves that exist on the property or within 10 feet of the property line. This includes municipal or private line in rights-of-way. Water lines on the property must be shown from the beginning to the end of the line.

11. \_\_\_\_\_ **Show all drainage features on the property**

Draw and label drainage features such as swales, ditches and retention or detention areas. These items will only hold water for less than 72 hours. .

12. \_\_\_\_\_ **Surface water bodies**

Identify surface water bodies such as lakes, ponds, bays, ditches, etc. These items hold water for 180 day or more per year. Also show the Mean Annual Flood Line.

13. \_\_\_\_\_ **Filled areas**

These are areas on the property that are intended to be filled or have been filled in the past.

14. \_\_\_\_\_ **All obstructed areas**

These are areas that prohibit, hinder or affect the installation, operation or maintenance of a system. Examples are all driveways (paved, concrete, gravel, shell, natural, etc.); all areas covered with asphalt, shell, gravel, concrete or similar coverings; areas designated for other use, such as storm water retention, trees and all other areas similar to these examples. The boundaries of the obstructed areas must be clearly delineated. For example, driveways must be drawn from beginning to end.

15. \_\_\_\_\_ **Soil profile locations**

Indicate in the drainfield where soil profile #1 & #2 were performed.

By checking off any applicable requirements and signing this form, you are acknowledging that all the information is complete on the site plan. Any missing or incorrect information may result in the delay of the permit and an additional \$100 plan review fee.

\_\_\_\_\_  
APPLICANT OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

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## Owner/Agent Authorization

I/WE \_\_\_\_\_  
Print Name, (As shown on the Warranty Deed)

Mailing Address: \_\_\_\_\_  
Print Owner's Current Address

Owner's Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Authorize \_\_\_\_\_  
Print Agent's Name

of \_\_\_\_\_  
Agent's Company Name

Agent's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent's Phone \_\_\_\_\_

to act as my/our representative in all aspects of an application for an onsite sewage treatment and disposal system (septic system) for the property located at:

Project Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Legal Description

Lot \_\_\_\_\_ Block \_\_\_\_\_ Sec \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Tract \_\_\_\_\_ Subdivision \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Owner/Officer of the Company

To be completed only if officer of company is signing this form

Company \_\_\_\_\_ Phone \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_