

**Gilmer County Health Department**  
**Environmental Health Division**  
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**On-Site Sewage Management System Permit Information Packet**

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**~ 911 ADDRESS is now required before applying for your septic permit ~**  
**Please call 706-635-4653 for more information**

**Please READ CAREFULLY:**

**House/Garage/Future Pool Site MUST be staked out (4 corners) BEFORE submitting your application.**

**If the house site is not staked out when the inspector goes to issue the permit...the permit will NOT be Approved and an EXTRA TRIP CHARGE 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.  
(Link on page 2) When applying for permit, this office requires the **original (with the red seal)** report.

**We are unable to accept email copies, please be sure your soil scientist mails a copy of your soil report to you.**

**Note:** If soil report shows all slopes greater than 35% a site plan will be required, see page 4 for more information.

## 2. 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.

## 3. 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** (8 1/2x11, 11x14) before applying for permit.

## 4. MARKING THE 4 CORNERS:

**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 tree stumps**) before the initial inspection.

**\*\* Severe modifications to the property could cause your application to be denied \*\***

**\*\*ATTENTION Property Owners...Please READ CAREFULLY\*\***

House site/Garage/Future Swimming pools along with any other structures that you may plan on building **MUST** be staked out (4 corners) **BEFORE** submitting septic permit 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 only one (1) year from issue date. (Located at bottom of the permit, next to the inspector's signature/initials)

Permits will **EXPIRE** (1) year after the **issue date** given on the permit.

You will then be **required to reapply & resubmit ALL** paperwork/payment after permit has expired. *We do not renew permits after the expiration date.*

## Check List for Applying for your Septic Permit:

1. 911 Address – please contact 706-635-4653  
**\*Please do not apply for your septic until you have received your 911 Address**
2. Level 3 Soil Report (perk test) Original - Copies not accepted.
3. Floor Plan \*Just the footprint for all floors including unfinished basement, if applicable
4. Recorded Plat of Property
5. 4 corners of the house **MUST** be staked out before applying (also if you plan on building a Garage/Swimming Pools now or in the future please stake out the location)  
**\*If the inspector goes out to the property and the house site is not staked out or you did not provide us with a gate code or the gate to access the property is locked ~ this could result in an extra trip charge.**
6. Application
7. Application fee (Application fees are due at the time of application, see below for fees)

**Disclaimer:** The Building Dept is now requiring a **Site Location Setback Permit or (SLP Permit)** before you can apply for your building permit. This is NOT a requirement to apply for the septic permit!

To save you a lot of extra time, you may want to apply for the SLP permit at the same time you apply for your Septic Permit. **Please contact the Building Dept 706-635-3406 for further information.**

**FEES for New Septic Systems:** 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**

5001 or greater sq ft ~ **\$500**

**\*Extra trip charges ~ \$100 (if the 4 corners of the house/garage/swimming pool are not marked, also if we do not have a gate code or the gate to access the property is locked**

**NOTE:** Fees are Based on TOTAL square feet, NOT just heated space. This **DOES** include basement square footage...Even if the Basement is NOT Finished, as well as any bonus rooms or rooms over garages. Does Not include porches or decks.

**We accept:** Checks/Credit/Cash-exact amount only.

Make Checks to: GCHD or Gilmer Co Health Dept

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## Georgia Certified Soil Scientist and Septic Installer List

Below is the soil scientist link to the state website:

<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.

**Septic Installers** are located under the same link above then click on **Installers** ~ the list is broken down by county.

# **On-Site Sewage Management System 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 per the inspector)**

Site plans are required for **all commercial building lots** and for **some (not all) 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**

Property Owner's Name: \_\_\_\_\_ **House Site Staked Out? Yes or No**  
Current Mailing Address: \_\_\_\_\_ Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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, Vacation Rental - Number of Occupants? \_\_\_\_\_

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

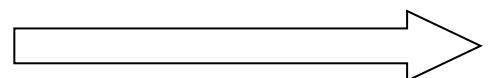
Sq. Ft. of Home: Main Floor \_\_\_\_\_ 2nd Floor/Loft \_\_\_\_\_ Basement total (heated & unheated) \_\_\_\_\_ Bonus Room \_\_\_\_\_  
/Over Garage

\*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 ~ Page 2**

**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)

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

**Check List:**

1. \_\_\_\_\_ **4 corners of the house/garage/pool, etc. staked out on the property.**
2. \_\_\_\_\_ **Detailed directions to the property**
3. \_\_\_\_\_ **911 Address**
4. \_\_\_\_\_ **Level 3 Soil Report with red stamp (original report)**
5. \_\_\_\_\_ **Floor Plan – just the footprint no larger than 8.5x11 (we cannot shrink copies)**
6. \_\_\_\_\_ **Copy of Recorded Plat of the property – Must have the recorded stamp/date on it**
7. \_\_\_\_\_ **Application**

**Please check or initial that you have all items needed to apply. We are unable to accept incomplete applications.**