



Barrow County Environmental Health

10 West Williams St. or P.O. Box 1099



Winder, Georgia 30680 • 770-307-3502 • FAX 770-307-3835

STEPS TO OBTAINING A RESIDENTIAL SEPTIC PERMIT

1. A level III soil report is required for all lots. This soil report must be done by a state certified scientist. A list of soil scientists is available in our office. An original, signed report must be submitted with your Site Approval Request Form. Some subdivisions have soil reports on file – please check with our office.
2. Complete a Site Approval Request Form. Provide all information on the form. Fill out the form through the line for date of application and name of builder/owner. You may submit a drawing to scale on a separate paper rather than drawing on the Site Approval Request Form, but be sure to include all information requested about the lot and home on the scale drawing. Provide the street address if known, if it is not known provide adequate directions to property.
3. If the lot is in a subdivision provide the Unit, Lot Number and Block if applicable. Please be aware of any Health Department notes on the Final Plat which may pertain to that particular lot. Some lots may require site plans or additional soil information.
4. If the lot is not in a subdivision or development a surveyed plat of the property is required. The plat must be done by a registered surveyor or engineer and must show iron pins found (IPF.) or iron pins set (IPS.) on property corners. All corners whether in a subdivision or not, must be clearly marked.
5. There is a \$375.00 fee (up to 4 bedrooms) \$425.00 fee (5 or more bedrooms) for the evaluation and inspection of the septic tank system when it is installed. This fee must be paid when submitting the Site Approval Request Form. No site will be evaluated until the site Approval Request Form has been submitted and the fee has been paid. A Request for Service Fee Sheet must be completed and submitted with the Site Approval Request Form. An additional fee of \$50.00 if location plan for Septic System is required. An additional fee of \$75.00 if site plan (for Drip System or other non-conventional system) is required.
6. Location of the house or mobile home (four corners) must be physically staked on the lot for the site evaluation. **There will be a \$200.00 fee to re-evaluate the lot if this is not done at the time of the evaluation.**
7. The septic tank system must be installed by a State of Georgia Licensed Installer. A list of the installers is available in our office.
8. Turnaround time is normally 10 business days. You will be contacted by this office when the permit is ready to be picked up. Builder/Owner is required to sign the permit.