



Barrow County Environmental Health

**P.O. Drawer 1099 or 10 West Williams St.
Winder, Georgia 30680 • 770-307-3502 • FAX 770-307-3835**



STEPS TO OBTAINING A COMMERCIAL SEPTIC PERMIT

1. **A Level 111 Soil Report is required for ALL lots.** This soil report must be done by a state certified soil scientist. A list of soil scientists is available in our office.
2. **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 must be clearly marked.
3. **A Site Plan is required for ALL Commercial Sites.** This site plan must be drawn by a State of Georgia registered engineer or a land surveyor. Please note any system greater than 2000 gallons per day, food service or non-domestic waste must be prepared by a registered engineer according to the Georgia On-Site Sewage Manual. A copy of the site plan requirements is available in our office.
4. **Complete a Site Approval Request Form.** Provide ALL information on form. Fill out the form through the line for Date of Application and Name of Builder/Owner. Provide the Street Address if known, if not known, provide adequate directions to property.
5. **There is a Site Plan Review Fee.** Fees are based on Sewage Flow.
6. **There is a Permit Fee.** Fees are based on Sewage Flow. This fee covers the site 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 Form has been submitted and the Fees paid. A request for Service Fee Sheet must be completed and submitted with the Site Approval Request Form.
7. **The Septic System must be Installed by a State of Georgia Licensed Commercial Installer.** A list of the installers is available in our office.
8. **Turnaround Time is Normally 14 Business Days.** You will be contacted by this office when permit is ready to be picked up. Builder/Owner is required to sign for the permit.