

**Mission:**

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



**Rick Scott**  
Governor

**John H. Armstrong, MD, FACS**  
State Surgeon General & Secretary


**Vision:** To be the Healthiest State in the Nation

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**INTEROFFICE MEMORANDUM****DCEH 15-006**

**DATE:** September 22, 2015

**TO:** County Health Department Directors/Administrators  
ATTN: Environmental Health and Engineering Directors

**THROUGH:** Andrew Reich, MS, MSPH, RRT, Interim Chief  
Bureau of Environmental Health 

**FROM:** Ed Barranco, MPH, CEHP, CPM, Environmental Administrator  
Bureau of Environmental Health Onsite Sewage Program

**SUBJECT:** Engineering Documents Required To Be Sealed

**INFORMATION ONLY**

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This memorandum supplants all previous guidance on this subject. The guidance regarding documents that are required to be sealed has changed and should be immediately implemented. The following language is found in the July 2015 version of DOHM 150-4, Section VI, Chapter K: ONSITE SEWAGE TREATMENT AND DISPOSAL.

**E. Procedures****3. Construction Permitting**

e. For Florida licensed PE-designed systems, the following shall apply:

(1) PEs must be currently licensed in the state of Florida pursuant to Chapter 471, FS. The website [www.myfloridalicense.com](http://www.myfloridalicense.com) provides tools to verify the status of an engineering license.

(2) Any document regarding the design for construction of the system that are or must be prepared by a Florida licensed PE for submittal for approval by the DOH, must be signed, dated and sealed (i.e., sealed) by the PE. Only the documents used for the actual design for the construction of the "system" as defined in the Statute (i.e., system components, how the system "fits together", is installed, functions and its layout). Where the PE is listed as the agent, those pages that are not part of the design as described above, do not have to be sealed (see item (3) below).

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**Florida Department of Health**

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**(3)** Where a PE is accepting the work of another party (e.g., private certified environmental health professional, master or registered septic tank contractor, plumbing contractor, architect or another Florida licensed PE), for incorporation into their design and whether on a state required form, or in a design input information document, the form or the design input information document must be sealed by the PE and must include appropriate wording (e.g., "accepted by"), indicating the work by the third party was accepted and incorporated into the PE's system design.

Persons who are working for the PE (i.e., conducting site evaluations – see above) must have their work sealed by the PE.

Form DH4015 Page 1 (Application) and the floor plan are not required to be sealed, as they are not part of the design of the system, they are used as the basis for the design (i.e., sewage flow).

Form DH4015 Page 4 (Repair and Existing System Evaluation Form) is not required to be sealed unless it is actually prepared by the PE. However, in the case of where the PE is accepting the existing tank and/or drainfield as part of the design, the form must be noted as "accepted by" the PE and sealed.

For site plans, if the system as designed by the PE is drawn on the site plan by the applicant, their agent, a private evaluator, or another third party, the PE is not required to seal the site plan. However, a PE's system design must include a detailed plan view of the system and its components with sufficient information to locate the system on the site plan. If the PE (or his employee) draws the site plan, it must be sealed.

While the PE is not required to use Form DH 4016, Page 1 (Construction Permit – paper copy), if the PE provides the system construction specifications on DH 4016, Page 1, the form must be sealed by the PE. The CHD is required to transfer the construction permit specifications provided by a PE to the EHD. The CHD is required to write the PE's name in the "specification by" section of the form in EHD, and approve the construction permit. The EHD CHD generated construction permit is not required to be sealed by the PE because it is created and issued by the CHD based on the specifications given by the PE.

Any system inspection or certification (e.g., a PBTS certification letter) required to be performed by a PE must be sealed.

Engineering reports must be signed, sealed and dated on a signature page or cover letter by the responsible professional engineer.

Please direct any questions to your program consultant.