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## INTEROFFICE MEMORANDUM

**INFORMATION  
HSES 07-010**

**DATE:** October 9, 2007

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

**THROUGH:** Lisa Conti, D.V.M., M.P.H., Dipl., ACVPM, CEHP  
Director, Division of Environmental Health

**FROM:** Gerald R. Briggs, Chief  
Bureau of Onsite Sewage Programs

**SUBJECT:** Existing System Evaluations

### INFORMATION ONLY

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This memo rescinds Information Memo HSES 00-009. Attached are revised flow charts for the review and approval of existing onsite sewage disposal systems with the September 2007 fee changes. Re-approval of the system by the department is required when alterations change the conditions under which the system was permitted and approved or there is a change to sewage flow or characteristics. The flow charts assume that authorized lot flow is not being exceeded and that all required setbacks and other rule requirements are met. Frequently asked questions are listed below:

1. An existing mobile home is being replaced with a new mobile home that is within the same square footage and number of bedrooms classification. The existing septic system has been approved within the last three years. What action is taken?

Answer: A mobile home replacement is always a change in original permit conditions. A department review is required. The applicant must submit an application with the proposed mobile home specifications and submit a proposed site plan and floor plan. If the mobile home is being placed in the exact same location or in a location that will not affect the existing system, grant approval. A \$35 application fee is charged.

2. An existing mobile home is being replaced with a new mobile home that is within the same square footage and number of bedrooms classification. The existing septic system has not been approved within the last three years. What action is taken?

Answer: The applicant must submit an application with the proposed mobile home specifications and submit a proposed site plan and floor plan. The existing septic tank shall be pumped and certified by a registered septic tank contractor. A site visit shall be conducted to



**Division of Environmental Health, Bureau of Onsite Sewage Programs  
4052 Bald Cypress Way, Bin #A08, Tallahassee, Florida 32399-1713**

verify that the existing system is not in failure. A \$35 application fee and a \$50 application /evaluation fee is charged.

3. How do these procedures apply to mobile home replacements in licensed mobile home parks?

Answer: These procedures do not apply to replacements in mobile home parks. These parks should be checked for compliance with their permits during routine park inspections and action taken to correct any violations noted.

4. A structure has been destroyed by fire or other natural disaster and the applicant is rebuilding the same floorplan. What action is required?

Answer: The applicant must submit an application with a proposed site plan and floor plan. Follow the procedures noted in 1. and 2. above for mobile home replacements.

5. What if a registered septic tank contractor, licensed engineer or certified person conducts the site evaluation for an existing system inspection?

Answer: If a site visit is not required by our department, only a \$35 application and plan review fee is required.

6. If an applicant is replacing a mobile home with one of the same size and number of bedrooms, may an outlet filter be required?

Answer: An outlet filter may not be required in such cases.

7. If an establishment is already exceeding the design flow limitations on an existing system, is the replacement a new system or a modification?

Answer: A new system meeting all current standards and new system permit fees is required.

8: When a commercial change of ownership takes place and DACS or DBPR request an existing system assessment, can the department charge for the inspection?

Answer: Yes, the department can charge for any mandatory, regulatory inspections they are requested to do. See Information Memo HSES 07-005, Interagency Coordination Regarding Regulated Food Establishments DOH/DBPR/DACS.

9. Is a permit and inspection required for the installation of an outlet filter?

Answer: The septic tank contractor may certify the installation of a filter on the existing system evaluation form. If not then a permit and inspection is required. The \$50 re-inspection fee would be charged to inspect the installation of the outlet filter.

10. Can the applicant elect to put in a new system for an addition to a house and leave the existing system as is?

Answer: While the applicant may elect to put in a new system for the addition, the existing system must still be evaluated for compliance with the rule. In particular, the separation from wet season water table, tank integrity, and outlet filter requirements must be met. In addition,

since the rule does not provide a way to calculate such a split in flows, a licensed engineer would be required to calculate the split in flows and impact on the existing system. If the addition is a separate living unit containing a bathroom, kitchen and laundry, it is sized as such and an engineer is not required to evaluate the flow split. In this case all new system fees and standards would apply.

11. Is replacement of sectional lids that do not meet current requirements required on older tanks?

Answer: No, the rule does not require the replacement of existing sectional lids. If the lid is broken or has been compromised, then the replacement lid must meet current requirements.

12. If there is no change in sewage flow or characteristics, but the existing system is in failure, is the permit a new system or a system repair?

Answer: The permit would be a repair.

13. If there is a change in tenancy on a commercial system and no change in sewage flow or characteristics, is an outlet filter required?

Answer: No, on a commercial system the outlet filter requirement is only triggered by a change in sewage flow or characteristics.

14. If there is no increase or change in sewage, is the applicant required to provide a site plan?

Answer: The applicant must provide a revised site plan drawn to scale any time there is a modification from the original approved site plan.

15. If there is no increase or change in sewage flow or characteristics, but the structure is adding building area, will the tank be required to be pumped?

Answer: Yes, if the system has not been inspected in the last 3 years.

16. Who can conduct an existing system inspection?

Answer: The inspection can be conducted by a licensed septic tank contractor, licensed engineer, department staff and others with the appropriate training and certification.

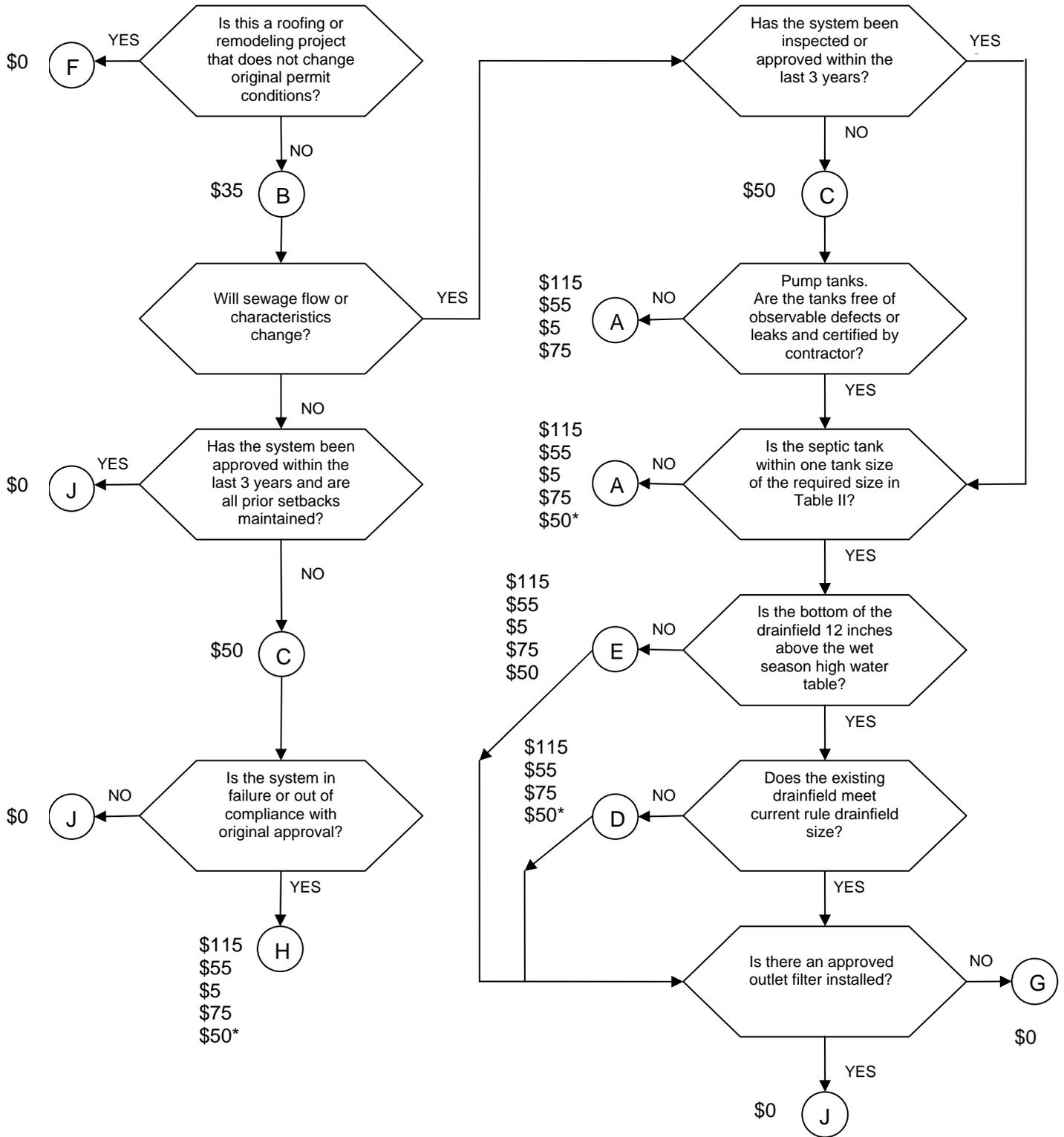
17. What constitutes a change in original permit conditions?

Answer: Any change in material fact from the original permit and approval. Examples would include installation of swimming pools, decks, sheds, or the construction of swales or ponds where they impact the system, unobstructed area or other permit requirements in any way.

If you have any questions on this memorandum, please call our office at SunCom 205-4070 or 850-245-4070.

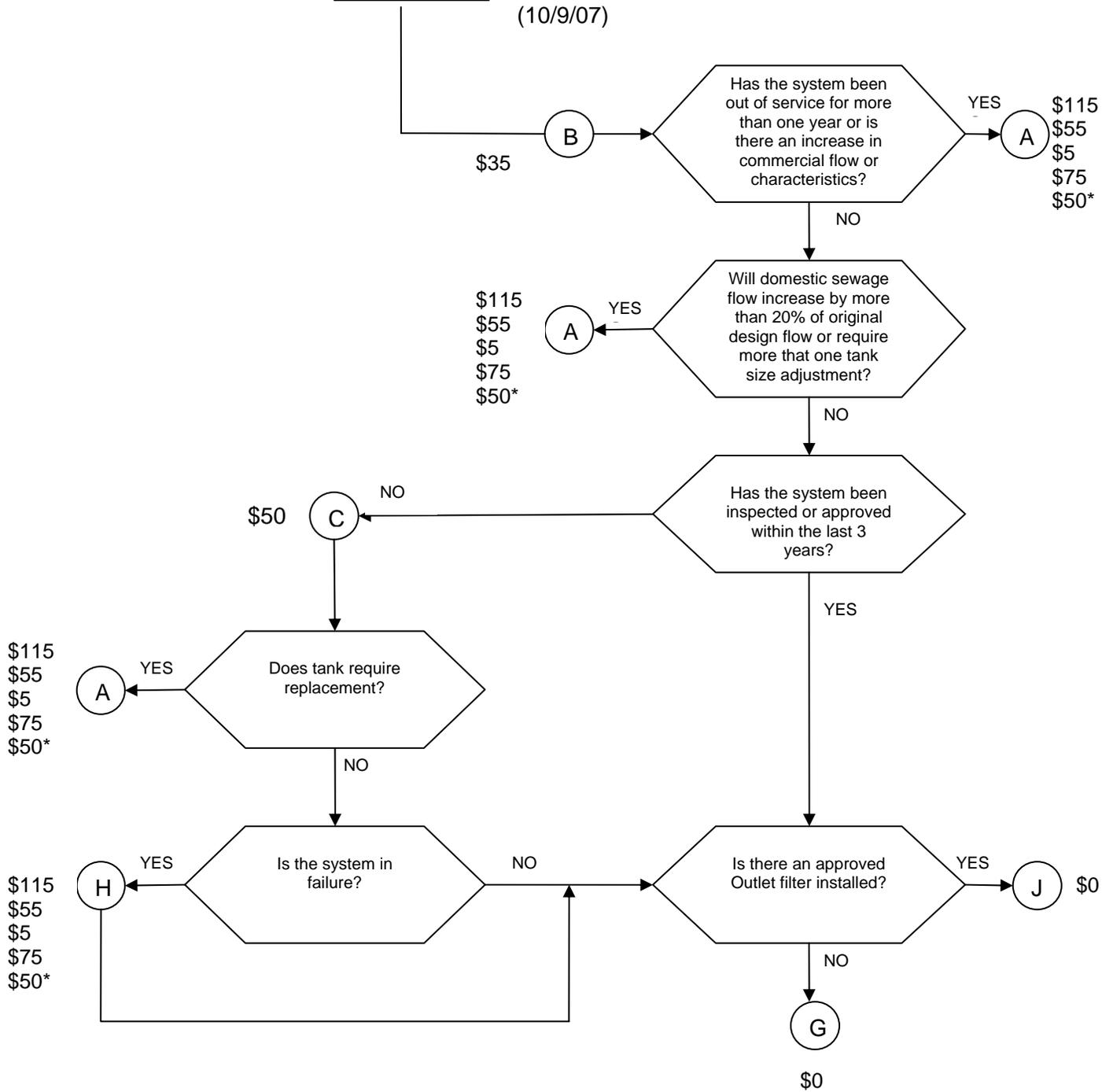
Attachments

**EXISTING RESIDENTIAL SYSTEM APPROVAL DECISION TREE**  
(10/09/07)



- A-Bring system into full compliance with current rule – new permits fees. [64E-6.030(1)(e, g, h and i)]
- B-Application fee, site plan and floor plan required. [64E-6.030(1)(b)]
- C-Application and existing system evaluation fee. [64E-6.030(1)(c)] – Applicant must complete Form DH 4015 & Tank Certification
- D-Increase drainfield to current rule requirements; maintain current separation (12" min) – modification fees. [64E-6.030(1)(e, g & h)]
- E-Bring drainfield into full compliance with new system drainfield standards – new permit fees. [64E-6.030(1)(e, g, h & i)]
- F-No action required – no fee.
- G-Require outlet filter installation and certification – no additional fee
- H-Repair permit and fees [64E-6.030(1)(e, g, h and i)] or enforcement
- J-Issue approval – no additional fee
- \*-Reinspection fee – if required (64E-6.030(j))

EXISTING COMMERCIAL SYSTEM APPROVAL DECISION TREE  
(10/9/07)



A-Bring system into full compliance with current rule – new permits fees. [64E-6.030(1)(a, e, g, h and i)]

B-Application fee, site plan and floor plan required. [64E-6.030(1)(b)]

C-Application and existing system evaluation fee. [64E-6.030(1)(c)] – Applicant must complete Form DH 4015 & Tank Certification

D-Increase drainfield to current rule requirements; maintain current separation (12" min) – modification fees. [64E-6.030(1)(e, g & h)]

E-Bring drainfield into full compliance with new system drainfield standards – new permit fees. [64E-6.030(1)(e, g, h & research fee)]

F-No action required – no fee.

G-Require outlet filter installation and certification – no additional fee

H-Repair permit and fees [64E-6.030(1)(e, g, h and i)] or enforcement

J-Issue approval – no additional fee

\*-Reinspection fee – if required (64E-6.030(j))