



Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

**INTEROFFICE MEMORANDUM**

**INFORMATION**  
HSES 09-010

**DATE:** October 30, 2009

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

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

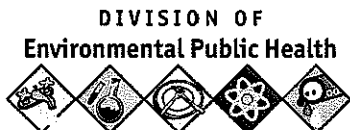
**FROM:** *G. Briggs*  
Gerald Briggs, Chief  
Bureau of Onsite Sewage Programs

**SUBJECT:** Site Plan Requirements

This memorandum is a revision to HSES Information Memorandum 09-008. We have been asked to look at the language in 64E-6.004(3) in regards to showing "onsite sewage treatment and disposal system components" on the site plan and what, if any, changes can be made by the contractor in the field from the "approved" site plan. The following guidance applies to all site plans for new, existing, modifications or repairs.

Except for engineer-designed systems required by 64E-6.004(4), the site plan must show the tank and proposed drainfield area within the required unobstructed area. The submission must provide sufficient detail for department staff to validate that the proposed system installation is able to meet all statute and rule requirements. A minimum of two soil profiles must be performed within the proposed drainfield area at the beginning and end of the proposed drainfield area. During installation the contractor may utilize any layout of the drainfield and location of tanks that complies with statute and rule and the permit, as long as the documented soil profiles are still within the installed area at the beginning and end of the drainfield area. These changes do not require an amended site plan but the CHD must document the actual configuration and location during the final inspection. This may be hand drawn on the back of the final inspection form or a copy of the approved site plan may be annotated, signed and dated by the inspector, and labeled "As Built."

For engineer designed systems, the engineer must provide detailed system construction plans that document the location of each component of the system. The engineer may require a specific tank or may use a general specification of size. The engineer must provide the layout of the drainfield and may specify a specific drainfield product or allow use of any approved drainfield material within the specified design layout. Any change in the engineer's design or specifications requires a permit amendment before installation. These requirements also apply where a system is required to be designed by a master septic tank contractor.



Environmental Public Health is Core Public Health at your Service!  
Bureau of Onsite Sewage Programs  
4052 Bald Cypress Way, Bin #A08, Tallahassee, FL 32399-1713  
(850)245-4070 [www.MyFloridaEH.com](http://www.MyFloridaEH.com)

The applicant or their agent may always provide more detailed information, such as a specific drainfield product and layout. This may be necessary where the lot is small with very limited area for installation. The CHD must be able to validate that the required drainfield area can be installed in the proposed area and meet all statute and rule requirements. If the CHD cannot validate compliance based on the application, then they must request additional information, in writing, within 30 days of receipt of the completed application or deny the application within 90 days.

Any change that moves the drainfield out of the proposed area or off the documented soil profiles requires an amended site plan and re-evaluation before construction. A construction inspection should not be scheduled before the site plan is amended and approved. If staff finds unapproved changes have been made during a construction inspection, staff should complete the inspection, document any violations, and perform any soil profiles or other field work required. The construction shall not be approved until the amendments have been filed with all appropriate fees (permit amendment / site re-evaluation) and the amendment reviewed and approved. For the initial violation the contractor should receive a written reminder of the requirement to file amendments and receive approval before installing the system. Repeat violations should be handled following the disciplinary standards in the rule. Permit amendments to systems actively under construction should receive priority in regard to processing.

Please forward this memorandum to septic tank contractors, plumbers, engineers and certified EH professionals in your area. Questions on this memorandum should be addressed to your regional program consultant in Tallahassee or Orlando