

**DEPARTMENT OF HEALTH IN GULF COUNTY**  
NEW Onsite Sewage Treatment and Disposal System (OSTDS)

**Completion Assurance Application Checklist: Return with Application Package**

These items are required BEFORE applications can be accepted and permits issued.

- \_\_\_\_\_ **All** Fields Completed, Signed Application
- \_\_\_\_\_ Legal Description or Professional Survey with **Complete** Property Description
- \_\_\_\_\_ Floor Plan drawn to scale with rooms labeled
- \_\_\_\_\_ 911 Address (Phone 850-227-9562)
- \_\_\_\_\_ To Scale Site Drawing, signed and dated by applicant, showing:
  - \_\_\_\_\_ Scale used (Ex.: 1" = 5') Can use graph paper or scaled survey.
  - \_\_\_\_\_ Footprint of structure
  - \_\_\_\_\_ Location of septic tank & drainfield
  - \_\_\_\_\_ Location of surface water (i.e.: ponds, lakes or ditches)
  - \_\_\_\_\_ Location of tidally influenced surface water (i.e.: Beach or Bay)
  - \_\_\_\_\_ If property affected by tidally influenced surface water, a survey is required showing the elevation/location of the mean high-water line.
  - \_\_\_\_\_ Location of well or public utility water meter
  - \_\_\_\_\_ Water line location from source to home
  - \_\_\_\_\_ Driveway
  - \_\_\_\_\_ Location of wells on neighboring lots or designation of "no wells"  
(Separation between well and your septic tank site, if applicable.)
  - \_\_\_\_\_ Separation between any part of OSTDS to well (if applicable) (75' minimum)
  - \_\_\_\_\_ Separation between any part of OSTDS and water lines. (10' minimum)
  - \_\_\_\_\_ Location of OSTDS on neighboring lots and separation from your well (if applicable)
  - \_\_\_\_\_ Location of electrical/HVAC platform, if applicable.
- \_\_\_\_\_ If private soil evaluator is used, a completed signed and dated site evaluation, and specifications report.
- \_\_\_\_\_ If not the property owner, a note giving permission to act as agent in the septic tank permitting process.
- \_\_\_\_\_ Density Letter from Gulf County Building Department (Phone: 850-229-8944)
- \_\_\_\_\_ Lot has been cleared and the flags provided have been placed. These steps do not have to be done prior to submitting the application, but must be done prior to the site evaluation.
- \_\_\_\_\_ Permit Fee (Currently \$575.00 if health department staff performs the site evaluation or \$460.00 if done by soil evaluator/master contractor.)

Submitted By: \_\_\_\_\_

Property Address: \_\_\_\_\_