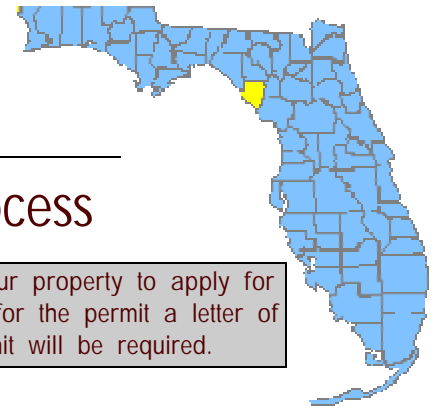


# DIXIE COUNTY HEALTH DEPARTMENT

## Environmental Health Office



1530 SE 12<sup>th</sup> Ave

Cross City, FL 32628

Phone: 352-498-1360

Fax: 352-498-1363

## Existing Septic Tank Process

Please bring the Deed or Contract for Deed of your property to apply for these permits. If you are not the owner applying for the permit a letter of authorization from the owner to pull the permit will be required.

### A. Dixie County Health Department - Environmental Health Office

*Less Than 3 Years Old and Have the Original Permit Date and Owner*

1. Provide information regarding the original permit date and owner. If the original system permit can be located and the system is less than 3 years old there may not be a need for reinspection. Without this information an inspection will be necessary.

*Over 3 Years Old and/or Do Not Have the Original Permit Date and Owner*

1. Application Page from the Environmental Health Office.
2. Site Plan form from the Environmental Health Office and a Site Plan Check List.

### B. Certified Septic Tank Contractor

1. If the system has not been inspect in the last 3 years, the tank will have to be pumped and certified to document its size and structural integrity. This can be done by a certified septic tank contractor. Submit the certification with the permit application packet. Failure to provide this information will prohibit the health department from making a decision regarding your application.

### C. You Need To Do The Following

1. Complete the Application Page from the Environmental Health Office.
2. Complete Site Plan form from the Environmental Health Office.
3. Site Plan should be drawn to scale if less than half an acre & All items checked to exist must be shown on the Site Plan.

- T Lot dimensions
- T Location of Well & Waterlines
- T Location of Septic & Drainfield
- T Distance between Well & Septic
- T Location of Other Structures
- T Location of Home

Original Owner?	_____
Year of Installation?	_____
Original Permit Number	_____
Square Footage of Old House?	_____
Square Footage of New House?	_____
Bedrooms Old House?	_____
Bedrooms New House?	_____

### D. Dixie County Health Department - Environmental Health Office

1. Copy of Deed or Contract for Deed for the purpose of lot size only.
2. Map with highlighted location.
3. Completed Application Page from the Environmental Health Office.
4. Completed Site Plan form from the Environmental Health Office.
5. Completed Site Plan Check List
6. Septic Tank Certification if needed
7. Existing Septic Tank Permit \$200.00

If it is necessary to add additional drainfield to your system an upgrade permit fee of \$180.00 will be Charged.