#### **Existing System Certification Guidelines**

#### Establishments with high-strength sewage (food service):

The Health Dept is not able to certify an existing system without the involvement of a professional engineer for establishments that generate high-strength waste.

Approval for using an existing septic system requires an engineer's certification that the onsite system is adequate to treat the waste produced by the proposed facility. The engineer may use any information on file at the health department to aid them in determining the existing system's suitability.

- If the system is found to be adequate:
  The engineer's certification, which includes the operating plan for
  the facility and support documentation, should be submitted along
  with an Application for Existing System Certification form and \$75 to
  the health department.
- If the system requires an upgrade:
   A repair permit will be required. The engineer's design for upgrading the system to handle the waste from the proposed facility should be submitted along with an Application to Install (Repair) the system with the required fee to the health department.

#### Non High-Strength Sewage

#### No Approved Inspection on File:

- \$ 75 & septic tank must be pumped and inspected by BCHD (See last page)
- Number of bedrooms will be the <u>same or decreases</u> Existing System Certification Application
- Number of bedrooms <u>increases</u> Existing System Application & Repair Application (only 1 fee)
  - o A repair permit MAY be issued.

#### Approved Inspection On File:

\$75 & proof of septic tank pumping within past 3 years

- Number of bedrooms will be the <u>same or decreases</u> *Existing System Certification Application*.
  - o A site visit will be made and when proof of pumping has been received a certification will be issued.
- Number of bedrooms <u>increases</u> Application for Permit to Install (Repair)
  - A repair permit will be issued following normal permitting procedure.

#### If your paperwork is not on file, please attach the following:

- 1. Legal description from deed or survey
- 2. 911 address of property
- 3. Clear directions or map to property
- 4. Plot Plan (you may draw yourself but include as much detail as possible)

Plot Plan should include: Proposed/existing

- Dwelling
- Structures
- · Water wells within 200 ft of site
- Utilities
- Pools
- Lot dimensions
- · Location of any easements

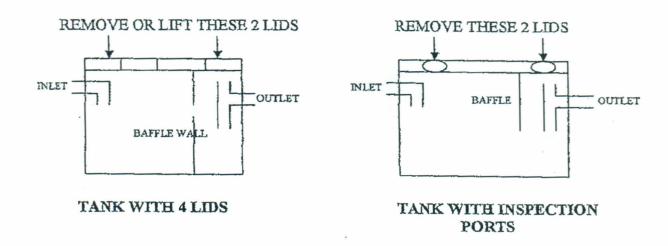
Note: If any of the required information on the application is incomplete, your certification may be delayed.

For Department Use Only  Baldwin County Health Department  Health Dept ID No	\$75.00 Date Fee Paid Fee Amount 623 Fee Code
Date Received	Receipt No.
EXISTING SYST	EM CERTIFICATION REQUEST
NAME:	PROPERTY ADDRESS:
MAILING ADDRESS:	
DI (ONE)	ODICINAL OWNER(S).
PHONE: ( )	ORIGINAL OWNER(S): ORIGINAL INSTALL DATE:
PHONE. ( )	ORIGINAL INSTALL DATE.
SING	SLE FAMILY DWELLING
( ) Mortgage Company Request: Numb	per of Bedrooms
( ) <u>Building/Addition House:</u> # of E	existing Bedrooms # of Bedrooms in New Home
( ) Mobile Home: # of E	Existing Bedrooms # of Bedrooms in New M H
OTHER I	PROJECT/ESTABLISHMENT
( ) <u>Restaurant/Food Service:</u> Limite # of Meals Served: Bre Disposable Plates / Ute	eakfast Lunch Dinner
( ) Office / Plant: # of Shifts ( ) Other: Brief Description of Project	# of Workers per Shift
	Water Supply
( ) Private Drinking Well ( ) Public	c Water ( ) Irrigation Well on Property
<ul> <li>Proof of septic tank pumping within pas *Inspection may be required at time of pumping.</li> </ul>	t 3 years attached. (* <u>required)</u>
I request the Baldwin County Health Department sewage system. I understand the Baldwin County Health Department sewage system.	
imply and guarantee that the system will fur	nction for any specified period of time.  SITE SEWAGE DISPOSAL SYSTEM ON FILE
AT THE HEALTH DEPARTMENT, I HAVE	RECEIVED INSTRUCTIONS FOR PREPARING RESTAND THAT IF THESE INSTRUCTIONS ARE
SIGNATURE	DATE:
( ) Owner ( ) Agent NOTE: Inspections are conducted during dry of prevent proper evaluation of onsite sewage	onditions because rain or saturated conditions

VICINI	TY MAP AND/OR DIRECTIONS TO	PROPERTY:	
	••		
7			
	FOR DEPARTMENT USE ONL	<u>LY</u>	
Size of Septic Tank: Gallons	Approximate Disposal:		
Size of Septic Tank: Gallons Last pump date:	Approximate Disposal: Square Footage	Certified: Y N	
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		
Gallons	Approximate Disposal: Square Footage		

## INSTRUCTIONS FOR PREPARING AN EXISTING SEPTIC SYSTEM FOR INSPECTION

- 1. The septic tank must be uncovered and opened so that the inlet, outlet and baffle wall can be seen. There are different types of septic tanks. See the diagrams below to determine which action should be taken.
- 2. The disposal field should be located and the end of each disposal line should be marked.



#### NOTE:

Some tanks may have 3 lids. The lid at each end should be removed or lifted. Inspection ports may be round or square.

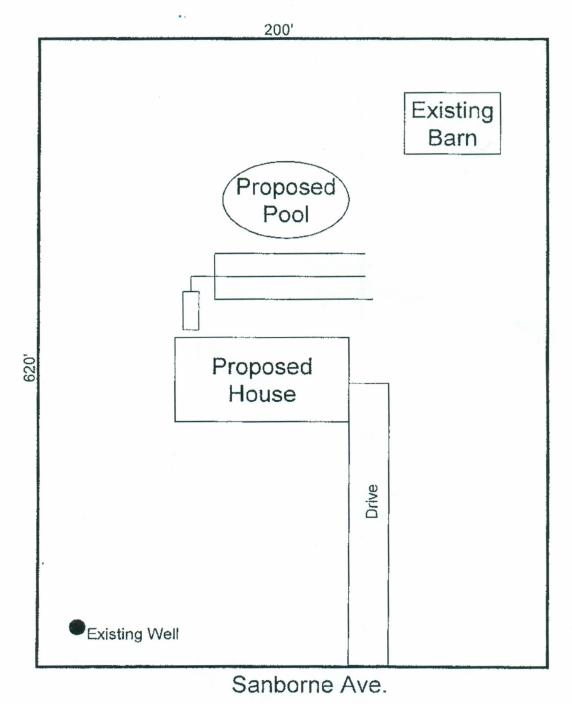
The Baldwin County Health Department cannot certify a septic system without inspecting the above items. When you have completed these steps call the Baldwin County Health Department for an inspection.

### Plot Plan

(See example on back of this page.) Include as much detail as possible. Plot plan should include: Proposed/existing: dwelling, structures, water wells within 200 ft of site, septic system, utilities, pools, lot dimensions and location of any easement.

# Sample Plot Plan

3 acres at 32790 Sanborne Ave., Summerdale



North