

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 same or decreases – *Existing System Certification Application*
- Number of bedrooms increases – *Existing System Application & Repair Application* (only 1 fee)
 - 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 same or decreases – *Existing System Certification Application.*
 - A site visit will be made and when proof of pumping has been received a certification will be issued.
- Number of bedrooms increases – *Application for Permit to Install (Repair)*
 - A repair permit will be issued following normal permitting procedure.

(over)

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.

VICINITY MAP AND/OR DIRECTIONS TO PROPERTY:

FOR DEPARTMENT USE ONLY

Size of Septic Tank: _____
Gallons

Approximate Disposal: _____
Square Footage

Certified: Y ___ N ___
of Bedrooms _____

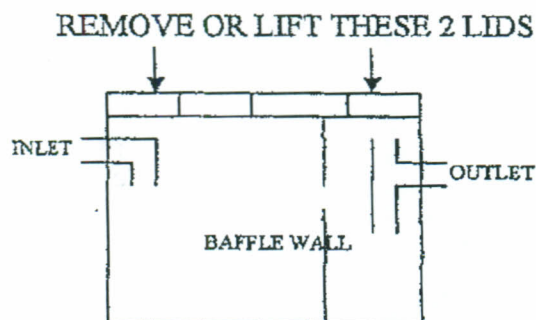
Last pump date: _____

Environmentalist: _____

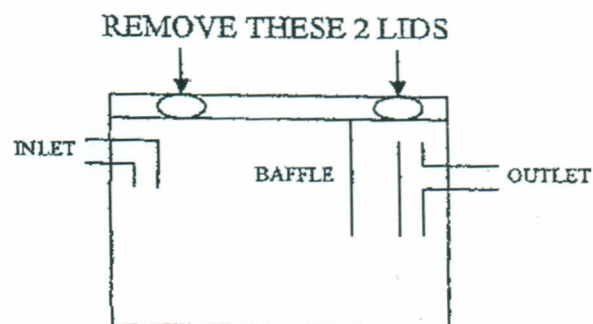
Date: _____

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.



TANK WITH 4 LIDS



TANK WITH INSPECTION PORTS

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.

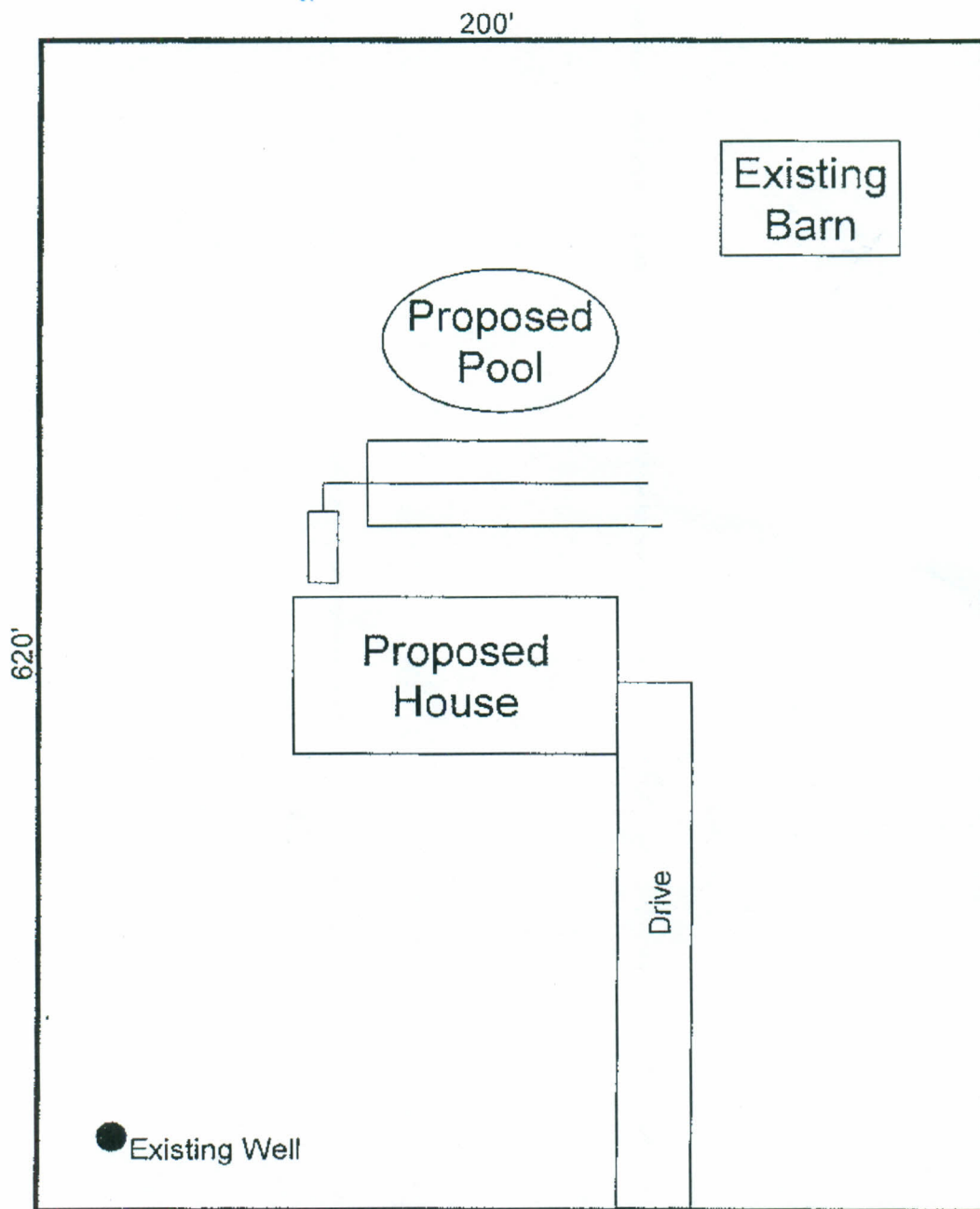
Plot Plan

(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



Sanborne Ave.