



**Oconee County Environmental Health**

**1291 Greensboro Hwy - Ste B101, Watkinsville GA 30677  
PHONE 706-769-7060 • FAX 706-310-3596  
EMAIL: oconee.eh@dph.ga.gov**

**COMMERCIAL SITE EVALUATION REQUEST FORM**

Name of Business/Institution \_\_\_\_\_ Lot \_\_\_\_\_ Acreage \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Water Supply, (check one) Public \_\_\_\_\_ Individual \_\_\_\_\_ Community \_\_\_\_\_

Intended Use of Building \_\_\_\_\_ Number of Employees \_\_\_\_\_

Number of Restrooms \_\_\_\_\_ Square footage of building \_\_\_\_\_

Type of System (check one) Conventional \_\_\_\_\_ Other (specify) \_\_\_\_\_

**The following must be provided by the owner or builder:**

- (1) Site plan from State approved engineer drawn to a minimum 1"- 30' scale. (2) Level III soil map and 2' contours overlaid on site plan with soil report. (3) Recorded plat of property.

**The above information as furnished is true and correct to the best of my knowledge; therefore, I hereby apply for a building and an on-site sewage management system inspected based upon this information.**

Owners / Buyer's Name \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Application \_\_\_\_\_ Builder \_\_\_\_\_ Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner / Buyer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**( Department Use Only )**

**Recorded Plat** \_\_\_\_\_

**Original Level III Soil Report** \_\_\_\_\_

**Site Plan** \_\_\_\_\_

Date of Evaluation \_\_\_\_\_ Inspector \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Conventional System \_\_\_\_\_ Other \_\_\_\_\_

Fee Paid Amount \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_



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P.O. Box 222, 1291 Greensboro Hwy. B101, Watkinsville, GA 30677  
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## **Applying for a Commercial Septic Tank Permit**

1. An original, ink-stamped level 3 OR 4 soil report is required for all lots. This soil report must be completed by a certified soil classifier/scientist. A list of approved soil classifiers/scientist is available at the Environmental Health department or our website [www.oconeecounty.com](http://www.oconeecounty.com).  
For individual lots not located in a subdivision, a copy of the recorded final plat must also be submitted.
2. Complete a commercial site evaluation request form. Include subdivision and lot number (if applicable). Overgrown lots should be adequately cleared. You may be required to meet with the Environmental Health Specialist on the site to discuss building and septic tank location. No grading/digging is to be done on the lot as the grading will affect septic tank placement and void the soil survey.
3. A site plan is required for all commercial projects. Site plans must be designed by a registered engineer or land surveyor. Please refer to the handout "Site Plan Requirements" for more information on site plans.
4. Application fees are based on gallons per day. Please see the fee schedule on our website **ALL FEES ARE NON-REFUNDABLE** once review has begun.
5. The septic tank system must be installed by a contractor certified by the State of Georgia for commercial septic system installation. A list of installers is available at the Environmental Health office or the website.
6. Approval or disapproval will be given within 20 business days, provided that you supply all of the information requested. All requests are processed on a first come, first served basis and will be completed as rapidly as possible.
7. A \$400 fee will expedite the process within 10 business days.
8. Projects **NOT** staked out prior to a site visit from the Environmental Health office will be charged the re-inspection fee of \$400.

### **FREQUENTLY ASKED QUESTIONS**

**YES, you will need a septic tank permit IN HAND to get a building permit.**

**NO, a permit cannot be issued at time of application; a site visit is required on all lots.**