

OSTDS APPLICATION INFORMATION

Submission of an incomplete, inaccurate or illegible application will result in unnecessary delays.

A permit application for any onsite sewage treatment and disposal (OSTDS or septic tank) system is required by Florida law. Click on the following link for access to the [Onsite Sewage treatment and Disposal Application Forms](#).

- Applications must be complete, accurate and legible. A complete application contains **all** information required by Chapter 62-6, Florida Administrative Code (F.A.C.).
- The applicant or their authorized agent is responsible for **all** the information required in the application. If the application is incomplete, the permitting process is put on hold until **all** the information is received.
- The Site Evaluation component of the application may be conducted by Department staff, private OSTDS Certified Environmental Health Professionals, Master and Registered Septic Tank Contractors. Remember that Registered Septic Tank Contractors can conduct site evaluations for system repairs only.
- Applications allow the Florida Department of Health to determine if the system, as proposed by the applicant or their agent, can be installed to meet the required standards to protect public health.

Once a complete application is received, the Department has certain timeframes required by statute for issuing a permit for a septic tank. Permit timeframes are different depending on whether a septic tank is considered a performance-based system or a conventional (non-performance) system. For permit timeframe purposes, applications for septic tank system construction may be grouped into the following categories:

1. Applications for Non-Performance-based Treatment Systems

Unless a shorter time frame is prescribed by law, Section 120.60, Florida Statutes (F.S.) provides specific timeframes for construction permit applications.

Submitted applications must be reviewed within 30 days for errors or omissions. If errors or omissions exist, the department must request, in writing, any additional information that is necessary to complete the application. This serves as the basis by which the department must evaluate the application and is required to ensure that the supporting facts and circumstances indicate regulatory compliance.

Applications must be approved or denied within 90 days once a **completed** application has been received. Note that when additional information is requested, the 90-day time to issue the permit is stopped. Once all corrected information is received, the 30 and 90-day time clock begins anew.

2. Applications for Performance-based Treatment Systems

Sub-paragraph 381.0065(4)(j)2., F.S., provides specific timeframes for construction permit applications for Performance-Based Treatment Systems (PBTS).

Within five **working** days after receiving an engineer-designed PBTS application, the county health department must review and shall request additional information if the application is incomplete. Within 15 **working** days after the department receives a **completed** application for a PBTS, the county health department must either issue the permit or notify the applicant that the system does not comply with performance criteria, and refer the application to the Onsite Sewage Program Office in Tallahassee, Florida who shall review the application for a determination whether the system should be approved, disapproved, or approved with modifications. Once referred to the Onsite Sewage Program Office, the standard time lines found in Chapter 120, Florida Statutes, and mentioned above, are in effect.

For the calendar year of 2017, there were 16,884 new system permits and 19,882 repair permits issued for the state. The statewide averages for permit issuance was three working days for new permits, and one working day for repair permits.