

## Septic Inspection Scheduling Procedure

In order to better serve our septic contractors, we have created a septic inspection procedure guide below. Please review the procedure so you will be able to conveniently set up septic inspections when you need them.

Steps to schedule an inspection:

1. Call in to schedule an inspection/s.
  - Septic contractors will need to call in for an inspection/s:
    - You must call the day prior to the desired inspection date to schedule an inspection. **To schedule an inspection, please call the appropriate county Environmental Health Department at the main office numbers listed above.**
    - Gwinnett County between 7:00 am - 4:00 pm.
    - Newton and Rockdale Counties between 8:00 am - 4:00 pm.
  - Environmental Health conducts septic inspections Monday thru Friday.
  - Available inspection times range from 9:00 am – 11:00 am and 1:00 pm – 3:00 pm on the hour.
  - When septic contractors call in to schedule an inspection/s, the following information will need to be provided to Environmental Health.
    - The septic permit number (this number is located on the septic permit).
    - The address of the property where the inspection is needed.
    - The septic contractor's name, phone number, and state certification number.
2. Be prepared for your inspection.
  - Have your permit with you on-site.
  - Have your GA Department of Public Health Septic Installer Certification Card on-site.
  - If signs of a water table, bedrock, or other septic system limiting factor is encountered during the system installation, please stop all work and call your county's Environmental Health Department to speak to an inspector and determine the best course of action.
  - Have the septic system installed and completed per the local county's septic permit while following all the State Department of Public Health's Manual for On-site Sewage Management System Rules. If applicable, have all necessary electrical

components connected and ready to demonstrate that the system is in working order.

- Do not cover up the septic system until your inspector advises you that you have passed your inspection, signs off on the final inspection, and advises you that you are ready to cover the system.
- If inclement weather is expected please call your local Environmental Health Department prior to installing a septic system to determine if inspections will be allowed that day.

**Note: A local county re-inspection fee will be assessed if the scheduled inspection is not cancelled at least one hour prior to the scheduled inspection time OR if a re-inspection is required. Re-inspection fees must be paid prior to the re-inspection.**