Abandonment of Onsite Sewage Treatment and Disposal System (OSTDS)

OSTDS abandonment permit applications must be accompanied by information and materials specified below before a site evaluation will be performed by this office. If incomplete, the package will be returned to the applicant.

The following documents are required before an application is complete:

- **Application/site evaluation fee** of $100.00 is payable when application is turned in. Application form must have ALL REQUIRED information filled out before it is accepted. APPLICATION MUST CONTAIN ORIGINAL SIGNATURE. If a representative is appointed to act on your behalf, a Letter of Authorization must be submitted, or a copy of a legal contract.

- **Site plan** drawn to scale, or a survey of property with dimensions showing placement of structure, septic system, water source (well/water hookup), driveway, and ANY other buildings, swimming pools, easements, drainage features, slopes, or bodies of water on property.

- **Legal description** or **certified deed** and **land parcel number**. The parcel number may be obtained from your annual tax statement.

- **Flags**. One flag must be placed at the entrance to the property, one flag must be placed next to the septic tank. Flags are provided by this office.

- Upon approval, a septic tank repair permit will be issued. SEPTIC TANK ABANDONMENT PERMITS ARE VALID FOR THREE (3) MONTHS FROM DATE OF ISSUANCE.

Applicants requiring information or assistance may contact the Port St. Joe branch of the Gulf County Health Department at (850) 227-1276, ext. 125. Office hours are 8:00 a.m.-5:00 p.m., Eastern Time, Monday through Friday.