

1. Stake out the building or addition.
  - Any addition to a residence must be at least five feet from the septic tank and ten feet from the field lines.
  - In-ground pools or additions that require the existing grade to be cut more than one foot must have a 25 foot setback from the field lines.
2. [Complete the application for "Use of Existing Septic System"](#)
3. You may be required to obtain a soils map from an approved soil consultant to submit with your application.  
See [Soil Consultants List](#) for a list of consultants in Tennessee.
4. Within 3 days of the submission of your application, an inspector will visit the site and determine if state regulations have been met.
  - If regulations have been met, a permit will be issued for the building, or approval will be given for the addition.
  - If regulations are not met, your application cannot be approved unless there are minor changes that can be made to comply with the regulations.
  - If the application is denied, individuals may seek a variance from the state.

**HAMILTON COUNTY  
DIVISION OF GROUNDWATER PROTECTION**

**Application for Use of Existing Septic System**

**APPLICANT  
COMPLETE QUESTIONS:                      FEES DUE**

**1. SERVICE REQUESTED:**

\_\_\_\_\_ Existing Tank . . . . . 2, 3, 4, 7, 8, 9                      \$ 200.00 per site

**2. APPLICANT**

Name: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ E mail: \_\_\_\_\_

**3. ADDRESS OF PROPERTY:** \_\_\_\_\_

**4. REQUEST IS FOR:** Replacing mobile home \_\_\_\_\_ Dimensions of old home \_\_\_\_\_

Adding: Garage \_\_\_\_\_ Dimensions of new home \_\_\_\_\_

Pool \_\_\_\_\_ Above ground \_\_\_\_\_ In ground \_\_\_\_\_

Living Space not including a bedroom \_\_\_\_\_

Bedroom \_\_\_\_\_ If a bedroom is being added then the applicant may be required to modify their existing septic system, if possible, so that it meets the field line footage requirements in the State Regulations.

**7. MAKE A ROUGH SKETCH ON BACK OF THIS PAGE SHOWING PROPERTY LINES, HOUSE SITE, NEW ADDITION, AND ALL EXISTING DRIVEWAYS, DECKS, POOLS , UTILITIES, ETC.**

**8. ALL FEES ARE DUE IN ADVANCE AND NON-REFUNDABLE – Payable to: Hamilton County Trustee**

9. I certify that the above information is true and correct to the best of my knowledge, and that **I have been authorized** to submit this Application to the Division of Groundwater Protection.

**DATE:** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **AMOUNT PAID** \_\_\_\_\_ **RECEIPT #** \_\_\_\_\_

**EXISTING HOUSE**