

DOH Forms 4015 & 4016 Questions & Answers by the Florida Department of Health

Please review the following answers from the Florida Department of Health to questions regarding signature requirements for the Application, Site Plan, Site Evaluation, Construction Permit and Inspection Forms DOH 4015 and DOH 4016.

a. Is the signature required to be an original on all forms at time of submission?
(Many applicants wish to pay via credit card and submit electronically rather than incur cost to travel to the office)

Answer: Applicants may submit forms via emailed scan or by fax.

b. Can an applicant submit any of the forms via email (signed, scanned and emailed)?

Answer: The applicant may submit signed and scanned forms via email.

c. Can the forms be signed and faxed?

Answer: The forms may be signed and faxed.

d. Contractors, Plumbers, and Registered Engineers when signing should always provide their certification numbers next to their signatures?

Answer: Registration and certification numbers from Registered Septic Tank Contractors and State Licensed Plumbers, must be provided if the form requests that information. Licensed engineers are always required to provide their license numbers.

NOTE: With regards to the electronic or faxed document provided by the applicant, the important thing is the documents must be an image of the signed-by-hand paper form. If you at any time have information or a legitimate reason to question the validity or source of a signature, you can request the applicant submit original non-electronic forms.

Please clarify the Bureau's standard required for record keeping for audits. Ultimately these applications and issued permits are scanned and filed electronically.

Answer: For record keeping purposes, you may scan and electronically file applications. Note scaled drawings must be reproducible to the original scale. Also note, you must follow the Department's Retention Schedule (see copy of DOH Retention Schedules below). If the record data is keyed into EHD, you can get rid of the scanned or paper form record after 4 years. The database information becomes the record and it must be kept for the life of the system plus 4 years. Remember the paper record (or the scan) can only be destroyed if the information has been completely entered into the EHD.

Department of Health Individual Schedules, Revised 4-26-2010. **SCHEDULE NUMBER 61: ENVIRONMENTAL HEALTH. Item 1: Permit Records: Onsite Sewage Treatment and Disposal Systems (Short-Term Value) (Supersedes Schedule Number 55 Item #1, Permits: Onsite Sewage Treatment and Disposal Systems.)** This record series consists of records documenting the construction, modification, repair, and abandonment of Onsite Sewage Treatment and Disposal Systems, including applications, site evaluation reports, site plans, design drawings, variance records, permit forms, and inspection reports determined by the agency to be of short-term value. Selected information from these records determined by the agency to have long-term value should be maintained in accordance with Individual Schedule 000062-0001, Permit Records: Onsite Sewage Treatment and Disposal Systems (Long-Term Value). Retention is based on s. 95.11(3)(c), F.S., Statute of Limitations on design, planning, or construction of an improvement to real property. Refer to Chapter 64E-6, F.A.C., Standards for Onsite Sewage Treatment and Disposal Systems.

Retention:

- a) **Record Copy.** 4 anniversary years provided applicable audits have been released.
- b) **Duplicates.** Retain until obsolete, superseded or administrative value is lost.

SCHEDULE NUMBER 62: ENVIRONMENTAL HEALTH. Item 1: Permit Records: Onsite Sewage Treatment and Disposal Systems. (Long-Term Value) (Supersedes Schedule Number 55 Item #1, Permits: Onsite Sewage Treatment and Disposal Systems). This record series consists of specific information relating to the construction, modification, repair, and abandonment of Onsite Sewage Treatment and Disposal Systems determined by the agency to have long-term value. Such information may include, but is not limited to, system installation site location, original intended use, permit data, design specifications, and inspection information. Retention is based on s. 95.11(3)(c), F.S., Statute of Limitations on design, planning, or construction of an improvement to real property. Refer to Chapter 64E-6, F.A.C., Standards for Onsite Sewage Treatment and Disposal Systems and s. 381.0065, F.S., Onsite sewage treatment and disposal systems; regulations. Refer to agency Individual Schedule 000061-001 Permit Records: Onsite Sewage Treatment and Disposal Systems (Short-Term Value)

Retention:

- a) **Record Copy:** 4 anniversary years after system abandonment provided applicable audits have been released.
- b) **Duplicates:** Retain until obsolete, superseded or administrative value is lost.