



## Residential Septic to Sewer Procedure for Unincorporated Gwinnett County

*This procedure only applies when a cleanout has been installed in your yard and the construction project to connect your neighborhood to the main sewer system is complete.*

To switch from septic to sewer, you must first obtain a Septic to Sewer Permit from the Gwinnett County Department of Water Resources and a Plumbing Only Permit from the Gwinnett County Department of Planning & Development's Building Permits Division. To obtain your permits:

- 1. You will need to get an estimate from a licensed plumber to perform the work to switch from septic to sewer.** Many customers obtain more than one estimate. This work includes connecting your sewer line to the sewer cleanout in your yard and emptying and crushing your existing septic tank or filling it with concrete or gravel. The work cannot begin until the Septic to Sewer and Plumbing Only permits are acquired.
- 2. Once an estimate is obtained, visit the DWR Central Facility located at 684 Winder Highway in Lawrenceville to pay the appropriate fees.** These fees are based on the existing meter size. A typical residential meter is  $\frac{3}{4}$  inch. The fee paid to Gwinnett County for a  $\frac{3}{4}$ -inch residential septic to sewer conversion is \$4,172 (\$4,147 for the System Development Charge, plus \$25 for the permit fee). You should first visit the Records Counter, where a representative will gather the pertinent information and complete the required paperwork. You will then be directed to the appropriate customer service clerk, who will process the payment and issue the Septic to Sewer Permit. These fees may change, so you may want to call the DWR Permits Desk at 678.376.6887 to determine the latest fees.
- 3. Once the Septic to Sewer Permit has been obtained, you will need to provide a copy to your licensed plumber. Your plumber will then visit the Building Permits Division at 446 West Crogan Street, Suite 125, in Lawrenceville (678.518.6020) to obtain a Plumbing Only Permit for the sewer connection.** To obtain this permit, the plumber will need your address and parcel information, which can be obtained on the County Tax Assessor's website. The plumber will also need to provide his/her name, full address, email address, business license number with issuing jurisdiction and expiration, and state license number and expiration. Two inspections will be required during construction – one for the connection to the sewer cleanout and one after the septic tank is cleaned out and crushed. The fee for the Plumbing Only Permit is based on the construction estimate (0.6 percent of estimate with a minimum of \$30). The Septic to Sewer Permit must be shown to the Building Permits Division, to demonstrate that the appropriate fees have been paid to the County to connect to the sewer. The plumber typically will obtain this permit on your behalf, however it may be necessary for you to obtain this permit yourself. You should coordinate with your plumber to ensure all proper permits are obtained.

If you have any questions about your septic tank, you can call Environmental Health at 770.963.5132.

**Note:** You will be notified when the project is complete and you can begin the process to tie into the sewer.