



SEPTIC TO SEWER PROJECT

The City of Port St Joe has recently received grant funding from the State of Florida to offer 175 sewer connections to interested new customers on a first come basis throughout our collection system. The impact fees, bore fees and the simplex grinder station will be offered at no cost to the homeowner as long as the following requirements are met:

1. **Must be an existing home, no vacant land or homes under construction that is currently utilizing an existing septic system.**
2. **Property owner must submit the property verification form attached to the connection agreement.**
3. **Submit an executed connection agreement along with your deposit of \$100.00 and \$400.00 tap fee.**
4. **Connection to the City's sewer system shall be completed within 90 days upon submittal of the connection agreement packet and payment by the property owner.**
5. **If the property owner decides, after the sewer tap has been made, not to connect to the central sewer system then the owner will be responsible to pay the costs of the tap materials, labor and bore costs (if required) and shall return the simplex grinder station, if issued, or be responsible for the cost of the station.**

Property Verification Form

I/we _____ hereby attest that the property located at

_____, parcel ID # _____

In Gulf County, Florida is currently a developed single family residential parcel and conforms to the requirements of the "Septic to Sewer Project" being offered by the City of Port St. Joe.

Printed name

Signature

Date

Contact number

Plumbing Connection Certification

This document is to certify that the property owner located at _____

Parcel ID#, _____ has contracted with _____

for the services of installing a simplex grinder station on the property and shall be connected to the central sewer service within 90 days after the execution of the owner's connection agreement with the City of Port St. Joe. (If owner is to be the installer, then complete in lieu of the plumber)

Plumbing Contractor

Signature of Plumber

Date



CITY OF PORT ST. JOE, FLORIDA

305 Cecil G. Costin, Sr. Blvd.

P.O. Box 278

Port St. Joe, FL 32457

www.cityofportstjoe.com

850-229-8261

Fax 850-227-7522

APPLICATION FOR WATER, SEWER, GARBAGE SERVICE

TODAYS DATE: _____

SERVICE START DATE: _____

NAME: _____

NEW SERVICE ADDRESS: _____

BILLING ADDRESS: _____

TELEPHONE NUMBER: _____

HAVE YOU USED WATER SERVICE IN THE CITY/COUNTY IN THE PAST?

YES NO

IF YES UNDER WHAT NAME AND ADDRESS: _____

PLACE OF EMPLOYMENT: _____

HOW LONG: _____ SUPERVISOR NAME: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

(A COPY OF DRIVER'S LICENSE IS REQUIRED AND/OR SOME TYPE OF IDENTIFICATION WITH PHOTO)

EMAIL ADDRESS: _____

If bill is not paid by the 10th of the month by 5:00 PM, a \$10.00 late fee will be added to the delinquent bill. If payment is not received by the 20th of the month by 5:00 PM, a fee of \$35.00 will automatically be charged and service disconnected.

Service will be connected once customer is reviewed and found to be in good standing with the City of Port St. Joe. If a past due balance is owed, service WILL NOT be connected until the outstanding debt is satisfied.

I have read the above statement and fully understand my responsibility as a customer of the system.

Customer Account #: _____

Service Order | Grinder Pump

Customer I.D.: _____

Deposit | Impact Fees

Receipt Number: _____

Trash | Scanned

**IMPORTANT INFORMATION
FOR GRINDER PUMP OWNERS**

**PLEASE READ CAREFULLY
AND FOLLOW INSTRUCTIONS**

You have or you are about to have a sewer system known as a low-pressure force main with a grinder pump. This is a very reliable system as long as a few simple precautions are taken.

Wastewater from your house empties into a tank buried in the ground. There is a pump inside the tank that grinds up human wastes and pumps it under pressure to the street into a larger pipe that takes it to the wastewater treatment plant.

There are certain objects that cannot be flushed through the system and more importantly through the grinder pump. Those objects are GREASE, glass, metal including razor blades, plastics such as toys and utensils, sanitary napkins or tampons, GREASE, seafood shells, fish scales, diapers, GREASE, rags, clothing of any kind, and GREASE. In addition, you must **NEVER** introduce explosives, flammable material, oil, strong chemicals to include strong household chemicals, or gasoline.

Any of these materials may cause the pump to fail and it may not be covered under warranty. Grease is the biggest culprit because it is so easy to pour a little down the drain and think nothing of it. Grease sticks to the float switches, hardens and does not allow the pump to cycle. This will cause your system backup and cost you to have it cleaned and put back into service.

During temporary power outages, be aware that your pump will not operate. There should be enough reserve in the tank for adequate toilet flushing but you should refrain from other water needs until power is restored.

If you have any questions concerning the operation and maintenance of your grinder pump, please call the City of Port St. Joe, Public Works Department at (850) 229-8247.

Customer: _____
Please Print

Date: _____

Address: _____

Signature: _____

**CITY OF PORT ST. JOE
AUTOMATIC BANK DRAFT AUTHORIZATION**

Name: _____ Utility Account# _____
Service Address _____ Phone Number _____

Financial Institution Information

Bank: _____
Bank Account Number: _____
Routing Number: _____

PLEASE VERIFY WITH YOUR FINANCIAL INSTITUTION FOR THE CORRECT ACCOUNT NUMBER TO BE USED FOR ACH TRANSACTIONS, AS IT MAY BE DIFFERENT FROM YOUR REGULAR CHECKING ACCOUNT OR MEMBER ACCOUNT NUMBER.

I authorize the above named financial institution to charge my account the amount of any City of Port St. Joe utility bill and to make the deduction payable to the order of the City of Port St. Joe. In making this authorization I agree that each payment shall be the same as if it were an instrument personally signed by me. I understand that the draft date shall be at least 7 days after the billing date. This authority is to remain in effect until revoked by either of the undersigned in writing with a 30-day notice or until the referenced utility account is closed. I also understand that both the financial institution and the City of Port St. Joe reserve the right to terminate this payment plan, or my participation within, at any time.

Signature _____ Date: _____
(as it appears on bank Acct)

***** ATTACH VOIDED CHECK OR DEPOSIT SLIP*****

PORT ST. JOE SEPTIC TO SEWER PROJECT 2022

**CITY OF PORT ST. JOE SEWER SIMPLEX GRINDER PUMP INSTALLATION
AND MAINTENANCE AGREEMENT**

This Agreement entered into by and between the City of Port St. Joe, (herein "provider") and _____, (herein "owner"), each in consideration of the terms contained herein and both of whom hereby acknowledge, do agree as follows:

1. The provider agrees to make a grinder pump available to existing homes currently utilizing an existing septic system and where there is existing sewer service for the terms and conditions stated herein. Simultaneously with the execution of this agreement, the owner shall pay the following charges:

a. Tap Fee -	\$	<u>400.00</u>
b. Deposit -	\$	<u>100.00</u>

Total Due - \$ 500.00

2. The parties agree that any litigation resulting from default or other breach of this agreement venue shall lie in Gulf County, Florida.

3. This agreement shall be binding upon the heirs, successors and assigns of the parties hereto and the owner agrees that this agreement shall be disclosed to any prospective purchaser or successor in interest to the owner.

4. The owner represents that the property description and parcel number provided herein coincides with the property where grinder is installed.

5. The provider will furnish the sewage pump or grinder pump required for the owner's connection to the force main. The owner will be responsible for the connection of the dwelling unit to the sewage pump, all required or related electrical work, the sewer pump to the force main and pumping, crushing and backfilling the existing septic tank (if applicable, unless covered by an early initiative sewer connection program). The owner further agrees that the rate increases or decreases are subject to change as determined by the City of Port St. Joe Commission through approved rate study initiatives.

Customer Initials _____

6. Cleaning for removing grease buildup from the lift station due to negligence or misuse by the owner will be charged to the owner. In the event of such grease buildup, the Provider agrees to remove said buildup and there will be a separate additional charge for such service, billed on the next statement to the owner. Should the pumps need to be replaced due to negligence or misuse of the owner (such as the introduction of prohibited materials or substances) the cost of the new pump and installation costs are the responsibility of the owner. Whether the pump need to be replaced or can be economically repaired is within the sole discretion of the Director of Public Works, City of Port St. Joe, FL.

7. The provider shall not be responsible for emergency power due to power outages or for any damages to party of the second part caused as a result of power outages or other events beyond the control of the Provider.

8. The provider will provide maintenance at the time of this agreement which will cover the parts and labor for maintenance of the pump at a monthly cost of \$ 5.00 per month.

9. The owner understands and agrees that the current rates and billing cycles included herein are as of the date of this agreement and may be subject to change up or down based on updates to the City of Port St. Joe's Impact and Rate Study approved by the City Commission and agrees to be bound by the terms of any such rate change.

10. The parties understand and agree that the provider shall not be responsible for the repair or replacement of any landscaping, driveways, fencing or sidewalks, damaged or removed, during any repairs or replacements made by the City and all such costs shall be the responsibility of the owner.

11. In furtherance of this provision, the owner grants a right-of-entry for the purpose of providing the service identified herein and agrees that the provider shall be held harmless from any and all liability as a result from the performance of this agreement.

12. The property, which is the subject of this installation agreement, is identified in Exhibit "A" attached hereto.

Customer Initials _____

13. Disconnection from City sewer services hereunder shall result in discontinuance of City water services to the premises if furnished by the City. In such cases where the City does not provide water services to subject property the City shall notify the County Health Department of disconnection of sanitary sewer service. The failure of the property owner to keep his/her sewer account current with the City shall result in a lien being placed against the property and the City may take such other legal action as is appropriate.

14. As part of the installation process the homeowner, unless covered by an early initiative sewer connection program, at the homeowners' expense, must supply 120/240 volt, 30 amp, 4 wire, 10 gauge, electrical service with a disconnect at the grinder station control panel, (see attached diagram). A separate form is attached that the owner must complete for the purpose of installation and inspection, construction specifications are also included for the contractor.

15. The homeowner/occupant will provide, at the homeowner's/occupant's expense, the electricity to operate the grinder pump station.

16. In the event of sewage line stoppage, the homeowner/occupant must first determine that the stoppage doesn't exist in the homeowners/occupant portion of the line. Upon determination the stoppage exists in the City of Port St. Joes' portion of the line, the homeowner/occupant should contact the Public Works Department at (850) 229-8247 Monday thru Friday 7:30 am to 4:30 pm, or (850) 229-8261 for after-hours service calls. The City reserves the right to charge for services.

17. The homeowner/occupant **MUST NOT** introduce any foreign objects into the wastewater collection system through the sinks, drains, or toilets such as glass, metal, plastics such as toys and utensils, sanitary napkins or tampons, seafood shells, fish scales, diapers, rags, clothing of any kind. In addition, you must **NEVER** introduce explosives, flammable material, oil or grease, strong chemicals to include household chemicals, or gasoline. Introduction of foreign objects or prohibited substances specified above and in Exhibit B, constitutes misuse or abuse of the system.

18. If the grinder pump fails due to misuse or abuse, then the homeowner/occupant will be liable for any damages including the cost of materials, labor and equipment caused by his/her negligence. The determination of whether the grinder pump failed due to misuse or abuse is within the sole discretion of the Director of Public Works, City of Port St. Joe, FL.

19. Storm and/or surface water must not be drained into the wastewater collection system.

20. The homeowner/occupant shall not construct or allow to be constructed any type of structure (i.e., bushes, shrubs, flower beds, trees, sheds, fences, etc...), which would hamper or prevent the City of Port St. Joe from accessing the grinder pump station or control panel for routine or emergency maintenance.

Customer Initials _____

21. In no event shall the City of Port St. Joe be liable for any damages, incidental or consequential damages as a result of the installation, operations, and/or maintenance of the wastewater collection system.

22. Wastewater will not be accepted by the City of Port St. Joe until the terms of this agreement are met, the homeowner/occupant signs this document, and returns the original to the City of Port St. Joe where it will be maintained.

I have read, understand and agree to the terms and conditions of this agreement.

AGREED to this _____ day of _____, 20__

Provider – City of Port St. Joe, FL

Owner – Printed Name

Owner – Signature

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

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 submitted. 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, showing location of structure, septic tank, driveway and water lines.
 - Upon approval, a septic tank abandonment permit will be issued. SEPTIC TANK ABANDONMENT PERMITS ARE VALID FOR THREE (3) MONTHS FROM DATE OF ISSUANCE.
- System must be inspected after abandonment, but before cover. Prior to inspection:
1. The tank shall be pumped out by a permitted septage disposal company who shall provide a receipt or a written certification to the department. Alternatively, if the tank is empty and dry at the commencement of the abandonment, a written statement to that effect by the septage disposal company or the contractor performing the abandonment shall be provided to the department.
 2. The bottom of the tank shall be opened or ruptured, or the entire tank collapsed to prevent the tank from retaining water, and
 3. The tank shall be filled with clean sand or other suitable material, and completely covered with soil.
 4. An inspection of the system abandonment shall be conducted by the department or by the local utility or plumbing authority performing the system abandonment.
 5. Upon final approval of the abandonment, use of the tank or the drainfield for sewage storage, treatment or disposal is prohibited and constitutes a nuisance injurious to health as defined by Section 386.041, F.S.
 6. An existing drainfield can be left in place. However, if the homeowner decides to remove said drainfield, any drainlines and soil beneath shall be disposed of in a permitted landfill. Specific care should be taken with the removal of Styrofoam products used in the drainfield to avoid a nuisance injurious to health as defined by Section 386.041, F.S. The slopes and cover of mounded systems can be leveled and landscaped over existing property.

Applicants requiring information or assistance may contact the Department of Health in Gulf County at (850) 705-6116. Office hours are 8:00 a.m.-5:00 p.m., Eastern Time, Monday through Friday.



STATE OF FLORIDA
 DEPARTMENT OF HEALTH
 ONSITE SEWAGE TREATMENT AND DISPOSAL
 SYSTEM
 APPLICATION FOR CONSTRUCTION PERMIT

PERMIT NO. _____
 DATE PAID: _____
 FEE PAID: _____
 RECEIPT #: _____

APPLICATION FOR:

- New System Existing System Holding Tank Innovative
 Repair Abandonment Temporary

APPLICANT: _____

AGENT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

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TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3)(m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

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PROPERTY INFORMATION

LOT: _____ BLOCK: _____ SUBDIVISION: _____ PLATTED: _____

PROPERTY ID #: _____ ZONING: _____ I/M OR EQUIVALENT: [Y / N]

PROPERTY SIZE: _____ ACRES WATER SUPPLY: [] PRIVATE PUBLIC [] <=2000GPD [] >2000GPD

IS SEWER AVAILABLE AS PER 381.0065, FS? [Y / N] DISTANCE TO SEWER: _____ FT

PROPERTY ADDRESS: _____

DIRECTIONS TO PROPERTY: _____

BUILDING INFORMATION

RESIDENTIAL COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table 1, Chapter 64E-6, FAC
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Floor/Equipment Drains Other (Specify) _____

SIGNATURE: _____ DATE: _____

APPLICANT: Property owner's full name.
AGENT: Property owner's legally authorized representative.
TELEPHONE: Telephone number for applicant or agent.
MAILING ADDRESS: P.O. box or street, city, state and zip code mailing address for applicant or agent.

LOT, BLOCK, SUBDIVISION: Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.

DATE OF SUBDIVISION: Official date of subdivision recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership shall be considered a subdivision of the lot.

PROPERTY ID#: 27 character number for property. CHD may require property appraiser ID # or section/township/range/parcel number.

ZONING: Specify zoning and whether or not property is in I/M zoning or equivalent usage.

PROPERTY SIZE: Net usable area of property in acres (square footage divided by 43,560 square feet) exclusive of all paved areas and prepared road beds within public rights-of way or easements and exclusive of streams, lakes, normally wet drainage ditches, marshes, or other such bodies of water. Contiguous unpaved and non-compacted road rights-of-way and easements with no subsurface obstructions may be included in calculating lot area.

WATER SUPPLY: Check private or public <= 2000 gallons per day or public > 2000 gallons per day.

SEWER AVAILABILITY: Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet.

PROPERTY ADDRESS: Street address for property. For lots without an assigned street address, indicate street or road and locale in county.

DIRECTIONS: Provide detailed instructions to lot or attach an area map showing lot location.

BUILDING INFORMATION: Check residential or commercial.
TYPE ESTABLISHMENT: List type of establishment from Table II, Chapter 64E-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office.

NO. BEDROOMS: Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants.

BUILDING AREA: Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.

BUSINESS ACTIVITY: For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table II, Chapter 64E-6, FAC.

FIXTURES: Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.

SIGNATURE / DATE: Signature of applicant or agent. Date application submitted to the CHD with appropriate fees and attachments.

ATTACHMENTS: A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, if the features are within 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) showing number of bedrooms and building area of each unit. For nonresidential establishments, a floor plan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater.

LICENSED SEPTIC SYSTEM CONTRACTORS
OPERATING IN GULF COUNTY

NOTE: The Environmental Health Section of the Florida Department of Health in Gulf County is not allowed to recommend or endorse any septic tank contractor. All contractors listed below are licensed and certified by the State of Florida. This list is a service provided to our clients as a courtesy.

A1 Septic Tank Service, INC.

Kristi Chiodo, Contractor
7000 Highway 77
Southport, FL 32409
Phone: (850) 265-1145
Fax: (850) 265-1142

Collins Construction Company

John Collins, Contractor
96 Otter Slide Road
Eastpoint, FL 32328
Phone: (850) 670-5790
Fax: (850) 670-5794

Ake's Septic Tank, INC.

Lyle Ake, Master Contractor
Adam Ake, Contractor
Buddy Ake, Plumber
760 N Highway 71
Wewahitchka, FL 32465
Phone: (850) 639-6000
Fax: (850) 639-3351

Mize Plumbing

Johnny Mize, Contractor
520 E 1st Street
Port Saint Joe, FL 32456
Phone: (850) 229-6821
Fax: (850) 227-9413

Blountstown Mechanical and Electrical

Brad Bailey, Contractor
19906 SW South Street
Blountstown, FL 32424
Phone: (850) 628-3641

Parker Septic, INC.

Michael Parker, Master Contractor
3017 US-231
Panama City, FL 32405
Phone: (850) 215-5860

Coastline Septic, INC.

George Creamer, Contractor
P.O. Box 408
Eastpoint, FL 32328
Phone: (850) 273-1641 or (850) 899-2981

YODER'S BACKHOE/SEPTIC TANK SVC

David Yoder, Contractor
15695 SW Faircloth Road
Blountstown, FL 32424
Phone: (850) 674-4139 (fax same #)

SOIL EVALUATORS

Soil evaluators certified with the State of Florida can perform soil profiles for onsite sewage treatment and disposal system (OSTDS) design and submit them to health departments with a completed application package to obtain OSTDS installation permits. Those who frequently work in this area are:

Rich Bray: (850) 445-5300
Melissa Durkin: (850) 274-8948
Roxanne Jones: (850) 774-0967
Josh Wilson: (850) 890-3444