



Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H  
State Surgeon General

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**DATE:** May 20, 2008

**TO:** Licensed Septic Tank Contractors and Plumbers

**THROUGH:** Johanna Whelan, Onsite Wastewater Coordinator, Lee County Health Department

**FROM:** Jim Love, R.S., Environmental Administrator, Lee County Health Dept.  
Geordie Smith, Environmental Manager, Lee County Health Dept.  
Susan M. Scott, Chief Legal Council, Lee County Health Dept.

**SUBJECT:** Initial Inspection Requests

**ACTION REQUIRED:** Review and Implement **EFFECTIVE DATE:** June 1<sup>st</sup>, 2008

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The Lee County Health Department has experienced an increase of unlicensed septic tank contracting work being conducted and it is our goal to safeguard the lawful septic tank contractors and plumbers.

Effective June 1<sup>st</sup>, 2008, the Lee County Health Department will require **all initial** septic system permit inspection requests to be faxed to our office rather than called into our office. We will no longer accept phoned in requests for initial inspections. If a fax machine is unavailable to you, you must provide the requested information to our office prior to requesting your initial inspection either by hand delivery or by US Mail.

The Lee County Health Department will require the following information to be included in your faxed request for an initial inspection:

- A letter signed by the licensed septic tank contractor or plumber stating they have been contracted by (*builder/owner/applicant*) to install the septic system at (*location address*) and it is the employees of (*Septic Tank Contractor / Plumber*) conducting the work.
- This letter must include the license number and/or qualifier of the company.
- This letter must include the signature of the license holder and/or qualifier of the company.

**(Please see the attached form letter that you can use.)**

Please know that the Lee County Health Department is doing everything we can to ensure that unlicensed activity is not taking place in our County and to do this we need your help. The additional documentation that will be required will aid in our efforts to ensure septic systems are being installed by licensed septic tank contractors and plumbers only.

Should you have any questions, please do not hesitate to contact Johann Whelan at 239-690-2100

Thank you for your anticipated cooperation.



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**DATE:** \_\_\_\_\_ **OSTDS PERMIT #:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**LOCATION ADDRESS:** \_\_\_\_\_

**CONTRACTOR :** \_\_\_\_\_

**LICENSE #:** \_\_\_\_\_ **QUALIFIER:** \_\_\_\_\_

I, \_\_\_\_\_ have been contracted to install an onsite wastewater treatment and disposal system at the address referenced above. I certify that all work will be conducted by me, or by persons employed by me under my direct supervision.

\_\_\_\_\_  
Signature of licensed septic tank contractor/plumber

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_



LEE COUNTY HEALTH DEPARTMENT  
Judith Hartner, M.D., M.P.H.  
Director

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