



**BUREAU OF WATER  
AND  
ONSITE SEWAGE PROGRAMS**

**SEPTIC TANK CONTRACTOR  
REGISTRATION PACKET**

**THIS PACKET CONTAINS:**

- **APPLICATION PROCEDURES**
- **APPLICATION FOR SEPTIC TANK CONTRACTOR REGISTRATION**
- **PART III OF RULE 64E-6, FLORIDA ADMINISTRATIVE CODE**
- **PART III OF CHAPTER 489, FLORIDA STATUTES**
- **FREQUENTLY ASKED QUESTIONS**

**MARCH 1998**

## SEPTIC TANK CONTRACTOR REGISTRATION PROCEDURES FOR IN-STATE APPLICANTS

### APPLICATION

The applicant must complete Sections I through IV of the application. Section V must be completed by the local county health department where the applicant intends to provide septic tank contracting services, regardless of whether work by the applicant has been regulated by that health department. The application must be mailed by the applicant, with the required support documentation and an application fee of \$75.00 (check or money order), payable to the **Department of Health** to:

### MAILING ADDRESS

Department of Health  
Bureau of Water and Onsite Sewage Programs  
Attn: Septic Tank Contractor Registration  
Building 5, Room 217-C  
1317 Winewood Boulevard  
Tallahassee, Florida 32399-0700

Completed application and all required support documentation must be received by the department's Bureau of Water and Onsite Sewage Programs at least 30 days prior to examination. This office reviews each application to determine the applicant's eligibility for examination. If eligible for examination, the applicant is notified of an examination date. If the applicant is determined ineligible for examination, the applicant is notified of the reasons for the determination. If determined ineligible, the applicant may petition for a hearing under section 120.57, Florida Statutes, (FS), within 30 days of the denial notification.

### SUPPORT DOCUMENTATION

Applications submitted without the following support documentation are incomplete and may be returned to the applicant or denied.

- Attachment I completed in full.
- Two (2) recent color passport style photographs, not older than 12 months and 1 1/2 X 1 1/2 inches in size.
- Two (2) notarized affidavits from persons not related to the applicant, for whom the applicant provided septic tank contracting services, as a legal employee of a registered septic tank contractor or authorized septic tank contracting company, stating that the

applicant is of good moral character and provided satisfactory services.

- Certification from the registered septic tank contractor of the applicant's employment dates and work responsibilities. This must include documentation of payment of worker's compensations insurance, payment of federal withholding tax and social security (i.e., IRS Form W-2), by the registered septic tank contractor or authorized septic tank contracting business.
- Application fee of \$ 75.00.

### REGISTRATION EXAMINATION

The examination is open book. It consists of one-hundred (100) questions based on Chapter 64E-6, Florida Administrative Code, (FAC), sections 381-0065 - 381-00655 of Chapter 381 and Part III, Chapter 489, FS. A score of 70% is required. Applicants who pass the examination must pay an additional \$100.00 fee to complete registration. Registrations expire on September 30 following the effective date of the certificate. Contractors must complete six classroom hours of approved training for renewal each year.

### AUTHORIZING A SEPTIC TANK BUSINESS

Most septic tank contracting services require a certificate of authorization. The structure of a business determines whether a certificate of authorization is required. Septic tank contracting businesses which are sole proprietorships operating under the full name of the owner are not required to obtain a certificate of authorization. An individual offering contracting services under a fictitious name is required to obtain a certificate of authorization. Businesses which are structured as partnerships, associations or corporations are also required to obtain a certificate of authorization. All contractors who act in behalf of the business as contractors and one or more of the principal officers must be registered contractors. The certificate is valid for a two-year period, expiring on March 31 of odd years. The biennial application fee for a certificate of authorization is \$250.00. If application is made within the second year of this period, a pro-rated fee of \$125.00 is required. Application for a certificate of authorization is made after completing registration requirements.



STATE OF FLORIDA

# DEPARTMENT OF HEALTH

## APPLICATION FOR SEPTIC TANK CONTRACTOR REGISTRATION

FORWARD COMPLETED APPLICATION WITH REQUIRED AFFIDAVITS, EMPLOYMENT DOCUMENTATION AND \$75.00 FEE TO: DEPARTMENT OF HEALTH, BUREAU OF WATER & ONSITE SEWAGE PROGRAM (HSES), 1317 WINEWOOD BLVD, TALLAHASSEE, FL 32399-0700

### SECTION I: PERSONAL INFORMATION

NAME OF APPLICANT \_\_\_\_\_  
LAST FIRST MI

DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
MM DD YY

BUSINESS NAME \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
STREET/PO BOX CITY COUNTY STATE ZIP

PLEASE CHECK EACH TYPE OF SERVICE YOU INTEND TO PROVIDE AS A SEPTIC TANK CONTRACTOR.

<input type="checkbox"/>	NEW SYSTEM INSTALLATIONS	<input type="checkbox"/>	SYSTEM MAINTENANCE	<input type="checkbox"/>	HOLDING TANK
<input type="checkbox"/>	SYSTEM REPAIRS	<input type="checkbox"/>	SEPTAGE DISPOSAL SERVICE	<input type="checkbox"/>	EXCAVATION / FILL HAULING
<input type="checkbox"/>	SYSTEM DESIGN	<input type="checkbox"/>	PORTABLE TOILET SERVICE	<input type="checkbox"/>	TANK ABANDONMENT
<input type="checkbox"/>	SITE EVALUATIONS	<input type="checkbox"/>	AEROBIC UNIT SERVICE	<input type="checkbox"/>	EXISTING SYSTEM INSPECTIONS

### SECTION II: EMPLOYMENT HISTORY

COMPLETE ATTACHMENT 1, DOCUMENTING CONTRACTS COMPLETED IN LAST 3 YEARS OR LAST 25 CONTRACTS COMPLETED. ATTACH (1) TWO NOTARIZED AFFIDAVITS FROM PERSONS FOR WHOM YOU HAVE PROVIDED SEPTIC TANK CONTRACTING SERVICES ATTESTING TO YOUR CONTRACT PERFORMANCE. (2) CERTIFICATION FROM REGISTERED SEPTIC TANK CONTRACTOR OF EMPLOYMENT DATES AND RESPONSIBILITIES, WITH DOCUMENTATION OF FEDERAL WITHHOLDING, SOCIAL SECURITY, AND WORKER'S COMPENSATION PAYMENT.

- BUSINESS NAME \_\_\_\_\_  
 SUPERVISOR'S NAME AND LICENSE NUMBER \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_  
 DATES OF EMPLOYMENT \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TELEPHONE \_\_\_\_\_  
 WORK RESPONSIBILITIES \_\_\_\_\_
- BUSINESS NAME \_\_\_\_\_  
 SUPERVISOR'S NAME AND LICENSE NUMBER \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_  
 DATES OF EMPLOYMENT \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TELEPHONE \_\_\_\_\_  
 WORK RESPONSIBILITIES \_\_\_\_\_
- BUSINESS NAME \_\_\_\_\_  
 SUPERVISOR'S NAME AND LICENSE NUMBER \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_  
 DATES OF EMPLOYMENT \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TELEPHONE \_\_\_\_\_  
 WORK RESPONSIBILITIES \_\_\_\_\_

**CONTINUED ON REVERSE**

**SECTION III: MORAL CHARACTER**

PLEASE ANSWER EACH QUESTION. IF YOU ANSWER "YES" TO ANY QUESTION PLEASE ATTACH A STATEMENT AND DOCUMENTATION EXPLAINING YOUR ANSWER.	YES	NO
DO YOU HAVE AN OUTSTANDING ADMINISTRATIVE PENALTY WITH THE DEPARTMENT?		
DO YOU HAVE A DISCIPLINARY CASE PENDING WITH THE DEPARTMENT INVOLVING SEPTIC TANK CONTRACTING?		
HAVE YOU BEEN CONVICTED OF A CRIME IN ANY JURISDICTION RELATING TO SEPTIC TANK CONTRACTING DURING THE LAST TWELVE MONTHS?		
HAVE YOU HAD A SEPTIC TANK CONTRACTING REGISTRATION REVOKED WITHIN THE LAST FIVE YEARS?		

I AFFIRM THE INFORMATION CONTAINED IN THIS APPLICATION, WHICH SERVES AS THE BASIS FOR DETERMINING MY ELIGIBILITY FOR SEPTIC TANK CONTRACTOR REGISTRATION, IS TRUE. I UNDERSTAND ANY MISREPRESENTATION OR CONCEALMENT OF MATERIAL FACTS IN THIS APPLICATION IS GROUNDS FOR AN ADMINISTRATIVE FINE OR DENIAL OR REVOCATION OF MY SEPTIC TANK CONTRACTOR REGISTRATION.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION IV: REGULATORY REVIEW**

APPLICATION MUST BE REVIEWED BY THE COUNTY HEALTH DEPARTMENT FOR THE COUNTY IN WHICH YOUR BUSINESS IS LOCATED. IF THE COUNTY HEALTH DEPARTMENT HAS NOT REGULATED YOUR WORK, ATTACH A LETTER FROM THE GOVERNMENT AGENCY WHICH REGULATED YOUR WORK, IN ADDITION TO THE COUNTY HEALTH DEPARTMENT REVIEW.

1. HAVE YOU REGULATED WORK PERFORMED BY THE APPLICANT? YES [ ] NO [ ]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. HAS THE WORK BEEN PERFORMED IN COMPLIANCE WITH STATE LAWS AND RULES? YES [ ] NO [ ]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. HAS THE APPLICANT BEEN CONVICTED OF A CRIME RELATING TO SEPTIC TANK CONTRACTING, OR HAS ANY ENFORCEMENT ACTION BEEN TAKEN AGAINST THE APPLICANT? YES [ ] NO [ ]  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ TITLE \_\_\_\_\_

OFFICE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

FOR HSES OFFICE USE ONLY	Application Check No. _____	Registration Check No. _____
	Date of Application Check: _____	Date of Registration Check _____
	Check Amount: _____	Check Amount _____
	Date of Approval/Denial: _____	Registration Number _____
	Examination Date _____	Date Issued _____



STATE OF FLORIDA

# DEPARTMENT OF HEALTH

## APPLICATION FOR SEPTIC TANK CONTRACTOR REGISTRATION

### ATTACHEMENT 1: SEPTIC TANK CONTRACTS

LIST ALL CONTRACTS UNDER WAY AT TIME OF FILING, IF ANY, ALONG WITH A LIST OF ALL CONTRACTS COMPLETED IN THE LAST 3 YEARS PRECEDING THE DATE OF FILING OR, IN THE ALTERNATIVE, A LIST OF THE 25 MOST RECENT CONTRACTS PERFORMED.

	JOB DESCRIPTION NEW, REPAIR, PUMPOUT	LOCATION LOT / ADDRESS CITY, ST, ZIP	CUSTOMER OWNER	PERMIT NUMBER	DATE COMPLETED	CONTRACTOR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

CONTINUED ON REVERSE

	<b>JOB DESCRIPTION</b> NEW, REPAIR, PUMPOUT	<b>LOCATION</b> LOT / ADDRESS CITY, ST, ZIP	<b>CUSTOMER</b> OWNER	<b>PERMIT</b> NUMBER	<b>DATE</b> COMPLETED	<b>CONTRACTOR</b>
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

## FREQUENTLY ASKED QUESTIONS

### 1. In Florida, who is allowed to engage in septic tank contracting?

- a. A homeowner doing work at his or her owner-occupied single family home only.
- b. A state plumber, licensed pursuant to section 489.105(3)(m), FS.
- c. A septic tank contractor registered pursuant to Part III of Chapter 489, FS, and Part III of Rule 64E-6, FAC.

### 2. Is experience under a licensed plumber equivalent to that obtained under a registered septic tank contractor?

Yes, provided the applicant can document that septic tank contracting services were rendered under the supervision of a state plumber licensed pursuant to section 489.105 (3)(m), FS.

### 3. Is a state licensed plumber exempt from septic tank installation permits, inspections and other Rule 64E-6, FAC, requirements?

No. The state licensed plumber is only exempt from the septic tank contractor registration requirement. All other requirements found in Rule 64E-6, FAC and section 381.0065 - 381.00655, FS, pertaining to the installation, repair, modification, maintenance, and septic tank pumping and abandonment, must be met.

### 4. Is out-of-state septic tank work experience acceptable to qualify for the septic tank contractor registration examination?

Out-of-state work experience on a year for year basis shall be accepted for any applicant who demonstrates that they hold a current statewide license for septic tank contracting which was issued upon satisfactory completion of an equivalent examination and required continuing education courses for renewal. For purposes of this section, an equivalent examination means that at a minimum, the following topics were tested and passed: system location and installation; site evaluation criteria; system size determinations; disposal of septage; construction standards for drainfield systems and U.S. Department of Agriculture soil textural classification system. A person employed by and under the supervision and control of such a licensed contractor shall be granted up to two years of related work experience.

### 5. Is septic tank work experience documented with IRS Form 1099 acceptable to qualify for the septic tank contractor registration examination?

No. IRS Form 1099 specifically documents non-employee compensation for services rendered. This type of work experience represents a subcontractual relationship between a registered septic tank contractor and an individual who is not allowed under Florida rules and statutes to offer to contract or provide septic tank contracting activities.

### 6. When and where are septic tank contractor registration examinations offered?

Examinations are offered in Tallahassee and Orlando on the last Monday of each month (excluding December and holidays). Examinations are scheduled from 9:00 AM to 12:00 Noon.

### 7. Is there a course requirement prior to application for septic tank contractor registration examinations?

No.

### 8. Are there any penalties for individuals or companies who offer or provide septic tank contracting services without a registration and/or a business authorization from the department?

Yes. Individuals and companies may be subject to administrative actions, citations, fines and other legal actions, if services are performed or offered without the benefit of a registration and a business authorization.

### 9. Can a registered septic tank contractor authorize more than one business?

No. A registered septic tank contractor may not be the sole qualifier for more than one septic tank contracting business requiring a certificate of authorization.

### 10. Can an authorized septic tank business advertise under multiple (more than one) business names?

No. An authorized septic tank business may only advertise under the business name authorized with the department.

### 11. Can an authorized septic tank contracting business continue to operate after losing its sole qualifying contractor?

An authorized business organization which loses its qualifying contractor shall have 60 days from the date the qualifier terminated his or her affiliation within which to obtain another qualifying contractor. During this time, the authorized business may not undertake any new contracts. Existing and ongoing (cyclical) contracts executed by the registered septic tank contractor prior to his or her disassociation with the authorized business may be completed during this time.

### 12. Who offers continuing education courses required for registration renewals?

Continuing education courses are typically offered by the Florida Septic Tank Association, the Florida Environmental Health Association, County Health Departments and other private associations and business organizations. You may contact the Bureau of Water and Onsite Sewage Programs for listings of approved continuing education courses.

### 13. Can a registered septic tank contractor be exempt from the certificate of business authorization?

Yes. A registered contractor offering septic tank contracting under his given name, as a sole proprietorship, is exempt from the business authorization certificate. Example: John Doe Septic, with John Doe as the only owner would not be required for filing. If John Doe's wife Jane were also an owner, a fictitious name would need to be filed and a certificate of authorization would be required. Also, John's Septic or Doe's Septic would require the filing of a fictitious name and a certificate of authorization. **If you are exempt from filing with the Department of State for a fictitious name, you are exempt from the certificate of authorization.**

Other questions pertaining to septic tank contractor registration procedures may be addressed to:

**Ed Barranco, M.P.H.**  
**Environmental Specialist III**  
**Department of Health**  
**Bureau of Water and Onsite Sewage Programs**  
**1317 Winewood Blvd**  
**Tallahassee, FL 32399-0700**  
**Telephone (850) 488-8764**  
**FAX (850) 922-6969**