

Inspection Request Procedures Orange County - Environmental Health – OSTDS Program

Protocol for CHD Inspections

- All inspection requests must be made by 4:00pm the business day prior to the inspection by calling (407) 858-1450.
- Please clearly indicate; **company/installer name, caller name, telephone #, permit #, and address.** If this information is not clearly provided your inspection may be delayed.
- All inspections must be called in by the licensed septic tank contractor or plumbing company
- If the contractor is not able to complete the job by the scheduled time, they should notify the office at least an hour in advance to reschedule the inspection. If you have any outstanding fees, such as re-inspection fee, etc., your inspection will not be conducted until all outstanding fees are paid. **The reinspection fee is \$50.00**

Master Septic Tank Contractor Timed Repair Inspections

- Master repair inspection requests are made by calling (407)-858-1497 (front desk) and reserving a time slot. There is no fee for the first inspection. Re-inspections require standard fees.

Time Slots for Timed Inspections

10AM, 11AM, 1PM and 2PM (two slots per each time period)

- The job should be ready for inspection at the scheduled time. It is the intent for the inspector to be at the job at the time requested, however there is a 30-minute

window for arrival. If the inspector is not able to make the inspection within the 30-minute time-period, the septic tank contractor will be notified via cell phone in the field.

- If the department is not on site within 30 minutes of the scheduled time the master septic tank contractor can cover the system (for repairs only) and conduct their own inspection ([use page 3 of Form DH4016](#)) and submit to the department by the following day.

Inspection Request Protocol for Private Provider Inspections (C.E.H.P.s)

- Provide the "[Notification Form for Selection of Private Provider Inspector](#)" with the "[Construction Inspection and Final Approval](#)" form – DEP 4016 page 2 of 3. All forms must be complete.
- Must be submitted by 2 p.m., 2 business days before the first scheduled inspection
- Submit the forms to OrangeEVHPrivateInspections@flhealth.gov
- NOTE: If the Notification form is submitted with the application an inspection request is not required but the completed Construction Inspection form must be submitted to the office for final approval.

Note: Non master timed inspections are still suspended until further notice.

Please contact our office if you have any questions at 407-858-1497.

Thank You,

Nicolette Lundie, REHS
Environmental Health Program Consultant – Onsite
Program Supervisor

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