



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City Hall at St. James  
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## **FAILING NON-RESIDENTIAL SEPTIC GRANT PROCESS**

- 1) Non-Residential Property Owner ("Owner") receives notice from the Florida Department of Health in Duval County (DOH-Duval) of failing Septic system or identifies failure on their own determined by septic tank contractors, certified plumbers or by other qualified persons as per subsection 64E-6.004(3), Florida Administrative Code (F.A.C.).
- 2) Owner fills out Application for Failing Commercial Septic Grant
  - a. Business must be located within the Northwest Jacksonville Economic Development Fund boundary, with a commercial zoning.
  - b. Owner must provide a State of Florida Department of Health Form DH 4015, completed in full and signed by a registered septic tank contractor, certified plumber or other qualified person as per subsection 64E-6.004(3), F.A.C., indicating the septic system is in failure and provide the nature of the failure.
  - c. Business is an eligible business pursuant to the NWJEDF Guidelines.
- 3) Prior to proceeding, City determines:
  - a. Planning and Development - no outstanding Zoning Code or Building Code violations
  - b. Tax Collector - no outstanding taxes or fees due on the property and current Business License
  - c. Neighborhoods - no amounts due to the City (i.e. - liens, unpaid/outstanding violations, etc.)
  - d. Environmental Quality Division - no known adverse environmental conditions on the property (i.e. - Ash or monitoring wells)
- 4) City determines if location requires sewer connection per s. 381.0065, Florida Statutes, or whether Owner may remain on Septic.
- 5) If Required as a result of the size and complexity of work needed pursuant to subsection 64E-6.004(3), Florida Administrative Code (F.A.C.): Owner provides a quote from a professional engineer for engineering design proposal.
  - a. If this step is not required due to the nature of the work to be performed, the Owner may proceed to step 7 and step 10. The quotes in step 10 must contain the designed solution from the contractor providing the bid.
- 6) All work done under this program must come from professional engineers, registered/licensed contractors or certified plumbers with a valid license in the State of Florida. Work on septic tanks must be conducted by registered/licensed septic tank contractors.
- 7) City and Owner enter into a form Agreement.
  - a. Maximum Grant amount is \$30,000 per business; owner is responsible for any additional costs.
    - i. Sewer connection costs should include connection fees, meter fees and capacity charges.
  - b. Outlines requirements for documentation to be submitted.
  - c. Agrees that liens may be filed against the property.
  - d. Proper Insurance for work in City right of way.
  - e. Indemnifications for work in City right of way.
  - f. Other as determined by City's Office of General Counsel.

- 8) If Required in Step 5 above: City disburses Grant Payment 1: Pays for engineering, design proposal, and permits (up to \$7,500). Engineering and permitting must be completed within 90 days of receipt of grant funds. If funds are not used in the 90 day period, funds must be refunded to the City.
- 9) Owner provides City documentation that engineering and permitting is completed and paid for.
- 10) Owner obtains three quotes from either a registered/licensed contractor or certified plumber to implement engineering solution. Owner submits bids to City. Lowest responsive/responsible bid accepted by Owner.
- 11) City disburses Grant Payment 2: 50% of the total estimated cost, which includes any previously funded engineering and permitting costs, to Owner for the lowest bid responsive/responsible contractor (maximum total City disbursements of \$15,000, which includes Grant Payments 1 and 2). Work must be completed within 90 days of receiving grant or upon expiration of septic tank repair permit, whichever comes first. The Office of Economic Development will have the ability to extend this period an additional 60 days. If within the 150 day period work has not commenced then all funds dispersed must be refunded to the City.
- 12) Construction process proceeds:
  - a. Contractor commences construction.
  - b. Contractor-completes construction (certified complete) and passes inspection by either DOH-Duval (Septic Tank) or JEA (sewer connection).
  - c. Contractor issues warranty to property owner.
- 13) Owner submits to City copy of final invoices, detailing overall project costs and final construction approval/certification of completion from DOH-Duval or JEA.
- 14) City disburses Grant Payment 3: balance of project cost (not to exceed \$30,000 total for all combined Grant Payments).
- 15) Project is closed out.