

**Mission:**

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



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

## Process: **OSTDS Program Email Account**

To improve service and for efficient reference and search of documents, please adhere to the following procedure:

What can you send via the Seminole Environmental Public Health (EPH) email	What is <b>not</b> accepted via email
Send OSTDS permit applications for Repairs, New systems, Modifications, Existing Systems, Abandonments, Residential and Commercial	Requests for inspections
Complete application packages that will include filled out forms in its entirety, no missing signatures or dates, include property size in acreage, type of water supply, for existing systems make sure to include all information for drain field information.  Incomplete applications will stop the process until all information is received to enter in EHD system.	Site Plans or Floor Plans not to scale for New Construction and Existing Systems adding square footage or living area.  Our office prefers a paper copy of the plans for New Construction and Existing Systems adding square footage.
Submittal of clarification/supplemental documentation for the inspectors.	Credit Card information
Communication with the Seminole EH OSTDS office and front desk staff.	Do not send emails pertaining to septic application to staff's personal email.
Requests for copies of sites, soils, or other follow up information regarding OSTDS program.	

### How to send the email:

1. The email address for the OSTDS program is [SeminoleEVHPermitApplications@flhealth.gov](mailto:SeminoleEVHPermitApplications@flhealth.gov)
2. The email must include a Subject line with the following information:
  - a. Permit number with type of permit
  - b. Address for project
  - c. Type of request
  - d. Underscore to separate entries
  - e. These are examples on how we will read the subject line. It will make it easier when referencing the permit:
    1. 26-0001-REPAIR\_123 Any St., Oviedo\_Request soils and site plan; or,
    2. Repair w/soils\_123 Any St., Oviedo\_Septic Contractor

