

Hall County Environmental Health Department

Application Processing Instructions

If you would like to process your request/application via mail, email or fax, you may do so by following the instructions detailed below:

Land Use

- Approval from the Hall County Planning Department is required when submitting a new septic permit application or a new structure application located in unincorporated Hall County.

Food Service, Tourist Accommodation, Body Art, and Pool Permits

- Verification of Residency is required when submitting an application in the above categories. These must be filled out completely and notarized.

After the above requirements have been met the following options are available:

- Print the appropriate form from the list above
- Complete the form in its entirety, making certain all information is provided

Mailing address: Hall County Environmental Health
P. O. Box 5901
Gainesville, GA 30504

Fax number – 770-531-6767

Email address: environmental@hallcounty.org. The completed form and any additional required information can be scanned and emailed to this address.

- Include any appropriate information needed to complete your request (i.e. original soil report, copy of recorded plat, site plans, floor plans, pool diagrams, additional structure locations, etc.)

Payment Methods: Please include a check or money order if completing paperwork by mail. If you choose to fax or email, you must include a valid phone number in order to obtain credit card information. **For security reasons do not include credit card information with a fax or email.** Someone from our office will contact you when they process your paperwork. Please refer to the fee schedule form for appropriate fee amounts. If you have any questions please call (770)531-3973.

The processing time for paperwork will be 3-5 business days. Requests are processed in the date order the application is received. If a site visit is required, additional time may be needed to complete/approve your application. If any questions concerning your request arise, a member of the Hall County Environmental Health Department will contact you.