



**GUIDELINES FOR OBTAINING  
DEVELOPMENT PERMITS FOR  
SAN JACINTO COUNTY**

**PERMITTING OFFICE - COURTHOUSE ANNEX  
111 STATE HIGHWAY 150, RM C-1  
COLDSRING, TEXAS 77331**

**Telephone Number: 936 653-3990**

**Fax Number: 936 653-5290**

**HOURS: 8:00am – 12.00 1:00pm – 4:30PM  
MONDAY Thru FRIDAY**

## GUIDELINES FOR OBTAINING PERMITS IN SAN JACINTO COUNTY

### 1. DEVELOPMENT PERMIT/DEVELOPMENT PERMIT EXEMPTION

*(A PERMIT MUST BE OBTAINED BEFORE ANYTHING IS MOVED ON OR CONSTRUCTED ON PROPERTY - PENALTY MAY BE ASSESSED)*

A. Development Permit fee: - \$55.00

1. A Development Permit - is issued if property is in a Flood Hazard Area. The Office of Emergency Management will determine if your property is in a Flood Hazard Area by checking the Floodplain Maps of San Jacinto County.

Or

2. Development Permit Exemption Certificate - is issued to property that is not in a Flood Hazard Area.

**The following steps must be completed to obtain a permit:**

- A. A Development Application must be filled out completely for any type of development (moving a house, building - house, barn, placing a manufactured home on property, etc.).
- B. If property is located in Flood Hazard Area you must obtain a Certificate of Elevation from a certified surveyor or engineer before a permit will be issued. You must submit a drawing of your plans and specifications. You are also required to get a top of floor elevation shot after the slab is poured. This proves that you are at the required elevation for our files.
- C. If you are placing a mobile home inside the flood zone, you are also required to get a top floor elevation shot after the mobile home is in place. This proves you are at the required elevation.
- D. Bring with you a copy of your tax statement from Appraisal District or a copy of your Deed.
- E. A 911 address will be issued as part of the permit process.
- F. A Development Permit will not be issued without an OSSF permit (if required) on new structures.

## II.

### ON-SITE SEWAGE FACILITY PERMIT (OSSF)

*(It is advisable to submit all necessary paperwork 2 - 3 weeks before you are ready to start installation)*

- A. On-Site Sewage Facility Permit fees are as follows:
  - 1. Single Family Resident - \$210.00
  - 2. Business, Non-Residential - \$410.00
- B. An OSSF permit will not be issued without a Development Permit (with exceptions – i.e. repairing/replacing existing system).
- C. Application for OSSF Facility Permit must be filled out completely.
  - 1. Application must be in property owner's name.
  - 2. Mailing address is where you receive mail at present.
  - 3. Application must be signed by property owner.
- D. Obtain a site evaluation that meets all requirements of the current OSSF rules for the location chosen for the system and submit original site evaluation to the Permit Office (Office of Emergency Management).
  - 1. If a standard system is allowed, submit a scale drawing of the property showing all buildings, ponds, wells, etc. with all distances shown.
  - 2. If an alternate system is required, obtain a professional design and submit to the Permit Office with the site evaluation.
  - 3. Submit legal description of property where OSSF is going to be installed.
  - 4. If you are having an Aerobic with Spray Irrigation System installed, a Maintenance Contract must be submitted with application, fee, site evaluation, and design.
- E. A Cover Inspection must be made before the system can be used. System must be left open for final inspection. If Cover Inspection is approved, system can be covered.
- F. Additional Inspections will be \$105.00 for single family resident and \$210.00 for business or non-residential if system fails cover inspection and must be paid before re-inspection occurs.

**SAN JACINTO COUNTY**  
**Development/Building Permit Application**  
 111 State Hwy. 150, Room C1, Goldspring, Texas 77331  
 Phone: (936) 653-3990 Fax: (936) 653-5290

**FEE:** Application fee of \$56.00 must accompany all Development/Building Permit applications. If the property lies within the flood zone area of the county, additional information will be required before the application can be approved. Additional information includes (but not limited to) a certificate of elevation and a copy of plans and specifications of the proposed construction.

NAME OF APPLICANT: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NO.: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (OTHER) \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

Abstract No. \_\_\_\_\_ Survey Name \_\_\_\_\_ Acreage \_\_\_\_\_ R \_\_\_\_\_ Property ID No. \_\_\_\_\_

911 Address and Location Description – (attach a vicinity map Appraisal District)

- NATURE OF PROPOSED CONSTRUCTION** (check and complete as appropriate)
- Residential       Non-Residential       Other       Placement of Fill
  - Alteration of a Natural Waterway or Drainage Course

**DESCRIPTION OF PROPOSED CONSTRUCTION** (check and complete as appropriate)

- New Construction       Substantial Improvement to Existing Structure
- Single Family Residence       Multi-family Number of Units \_\_\_\_\_
- House       Manufactured Home       Non-Residential \_\_\_\_\_ (specify)
- Commercial \_\_\_\_\_ (name and type of business)
- Other \_\_\_\_\_ (specify)

CONTRACTOR'S NAME AND ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION (if applicable).**

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Is the property located in an identified flood hazard area?       Yes       No  
 Is additional information required?       Yes       No  
 Are other Federal, State, or Local Permits required?       Yes       No  
 Are other County Regulations applicable?       Yes       No

- EXEMPTION CERTIFICATE ISSUED
- PERMIT APPLICATION APPROVED
- PERMIT APPLICATION REJECTED

\_\_\_\_\_  
 County Floodplain Administrator

