

Permit Administrator

Job Duty's

The issuing of Permits

1. Making sure all paperwork is complete correctly by customer.
2. Inter permit info into SAFE system and print out numbered receipt.
3. Print out Development permit and sleeve it for customer.
4. Put it on exile spreadsheet
5. keep up with the money and turn it end at the end of the week
6. keep up with all flood plain files and elevation certificate.
7. Turn in Monthly reports to County Commissioner over the department.

TCEQ, OSSF Designated Representative

1. Approve all OSSF Drawings for the septic system design submitted to the permit department.
2. Filled inspection on all new OSSF system installed.
3. Document OSSF system in safe system and files away.
4. Investigate all Complaints and send out letters and document the violation, if any, and issue fines if needed.
5. Issue Letter's to construct and Letter's of completion to Installers.
6. Set appointments for inspection for OSSF installers and persons with complaints. (keep a monthly Planner for this)