

INCOMPLETE PERMIT PACKETS WILL NOT BE PROCESSED

ALL SECTIONS OF OSSF APPLICATIONS MUST BE FILLED OUT LEGIBLY & COMPLETELY, INCLUDING ALL PROPERTY OWNER INFORMATION (NAME, 911 ADDRESS, CONTACT INFORMATION), SITE EVALUATOR, DESIGNER & INSTALLER INFORMATION (NAME, CONTACT INFORMATION, LICENSE NUMBERS, ETC.) & MUST INCLUDE ALL THE FOLLOWING OR THEY WILL BE REJECTED.

AEROBIC OSSF SYSTEM PERMIT REQUIREMENTS

- AN AFFIDAVIT TO THE PUBLIC WITH CORRECT ADDRESS/PROPERTY INFO THAT HAS BEEN SIGNED BEFORE A NOTARY & FILED WITH THE COUNTY CLERK'S OFFICE
- A SITE EVALUATION FROM A LICENSED EVALUATOR
- ORIGINAL DRAWINGS FROM A LICENSED SANITARIAN OR ENGINEER
- A SIGNED (BY OWNER & INSTALLER) & DATED LANDSCAPE PLAN FROM THE INSTALLER
- A SIGNED (BY OWNER & INSTALLER) & DATED TWO-YEAR MAINTENANCE CONTRACT
- A COMPLETED & SIGNED OSSF PERMIT APPLICATION
- APPLICABLE FEE PAYMENT

CONVENTIONAL OSSF SYSTEM PERMITS REQUIREMENTS

- A SITE EVALUATION FROM A LICENSED EVALUATOR
- ORIGINAL DRAWINGS FROM THE INSTALLER, A LICENSED SANITARIAN OR ENGINEER
- ASSIGNED (BY OWNER & INSTALLER) LANDSCAPE PLAN FROM THE INSTALLER
- A COMPLETE & SIGNED OSSF PERMIT APPLICATION
- APPLICABLE FEE PAYMENT

A DEVELOPMENT PERMIT AND/OR OFFICIAL 911 ADDRESS MUST BE OBTAINED BEFORE APPLYING FOR AN OSSF PERMIT. EACH PERMIT WILL GO THROUGH AN INDIVIDUAL VERIFICATION PROCESS ON A CASE-BY-CASE BASIS. THIS PROCESS MAY TAKE FROM **7 TO 10 BUSINESS DAYS**. OSSF SYSTEMS MAY NOT BE INSTALLED UNTIL THE PERMIT HAS BEEN APPROVED AND AN AUTHORIZATION TO CONSTRUCT LETTER HAS BEEN GIVEN TO THE INSTALLER.

AUTHORIZATION TO CONSTRUCT LETTERS ARE VALID FOR ONE YEAR FROM DATE OF ISSUANCE. THE INSTALLER MUST NOTIFY THE PERMITTING OFFICE AT LEAST FIVE DAYS BEFORE THE DATE OF CONSTRUCTION FOR AN INSPECTION DATE. IF NEEDED, A REINSPECTION FEE EQUAL TO 1/2 THE ORIGINAL PERMIT FEE MUST BE PAID BY INSTALLER FOR EACH TIME THE SYSTEM MUST BE RE-INSPECTED. ALL EXCAVATIONS MUST BE LEFT OPEN UNTIL INSPECTION HAS BEEN COMPLETED AND SYSTEM IS APPROVED. IF APPROVED, A NOTICE OF APPROVAL LETTER STATING IT IS PERMITTED FOR USE WILL BE ISSUED TO THE OWNER & INSTALLER WITHIN SEVEN DAYS, ALL FEES MUST BE PAID BEFORE A NOTICE OF APPROVAL LETTER WILL BE ISSUED. ALL PERMITS ARE VALID FOR ONE CALENDAR YEAR FROM THE PURCHASE DATE. IF & WHEN ANY SYTEM FAILS TO BE INSTALLED WITHIN THE ONE YEAR TIME PERIOD, THE PERMIT WILL NO LONGER BE VALID. A NEW APPLICATION WITH ALL NEW AND UP-TO-DATE PAPERWORK & FEE PAYMENT MUST BE SUBMITTED TO OBTAIN A NEW PERMIT BEFORE INSTALLATION, NO EXCEPTIONS. **UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

Residential OSSF Permit Fee:	\$310.00
Commercial/Other OSSF Permit Fee:	\$750.00

SAN JACINTO COUNTY
On-Site Sewage Facility Permitting
1 State HWY 150, Room 3 Coldspring, 77331
Phone: 936-653-3823 Fax: 936-653-5290

Applicant/Property Owner Name: _____

911 Address: _____

Mailing Address (if different): _____

Phone Number(s): _____

Property Legal Description: _____

Acreage: _____ Plat Date: _____ Subdivision/Survey: _____

Directions to Site: _____

Water Source: Public Private Residential Commercial/Other

Type of Construction: Existing New Construction Addition Mobile Home Commercial/Other

Single or Multi-family Dwelling: _____ sq Ft.: _____ # of Occupants: _____ # of Bathrooms: _____

of Bedrooms: _____ Garbage Disposal: YES or NO Washing Machine: YES or No Dishwasher: YES or NO

Commercial/Institutional (non-family residential) Type: _____

Business/Institutional Name: _____

Responsible Official: _____ Number of Employees/Units: _____

Site Evaluator: _____ License Number: _____

Mailing Address: _____ Phone: _____

Installer: _____ License Number: _____

Email: _____ Phone: _____

Mailing Address: _____

INSTALLER-Please furnish the following information: Latitude: _____ Longitude: _____

Authorization is hereby given to San Jacinto County or their agent to enter upon the described property for the purpose of evaluating the On-Site Sewage Facility (OSSF) or for reasons consistent with the water quality programs of the Texas Commission on Environmental Quality (TCEQ).

Signature of Applicant: _____ Date: _____

MUST BE LEGIBLE, SIGNED AND DATED OR APPLICATION WILL BE REJECTED

SAN JACINTO COUNTY
On-Site Sewage Facility Permitting
1 State HWY 150, Room 3 Coldspring, TX 77331
Phone: 936-653-3823 Fax: 936-653-5290

ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT

PROFESSIONAL DESIGN REQUIRED: **YES or NO** **IF YES, DESIGN ATTACHED** **YES or NO**
Designer name: _____ License Type & Number: _____
Address: _____
Phone Number: _____ Email: _____

TYPE & SIZE OF PIPING FORM (Example; 4" SCH 40 PVC)

Stub out to Treatment Tank: _____
Treatment Tank to Disposal System: _____

DAILY WASTEWATER USAGE RATE: Q=_____ (Gallons Daily) **Water Saving Devices** **YES or NO**

TREATMENT UNIT(S): **Septic Tank** **Aerobic Unit**

Tank Dimensions: _____ Liquid Depth (bottom of tank outlet): _____

Size Proposed: _____ (gal) Manufacturer: _____

Material/Model#: _____

Pretreatment Tank: YES Size: _____ (gal) NO N/A

Pump/Lift Tank: YES Size: _____ (gal) NO N/A

Other: YES NO If YES, please attach description

DISPOSAL SYSTEM

Disposal Type: _____

Manufacturer & Model: _____

Area proposed: _____ (square feet)

NOTE-THE FOLLOWING ADDITIONAL INFORMATION MUST BE ATTACHED FOR REVIEW IN ORDER FOR APPLICATION TO BE COMPLETED: SOIL/SITE EVALUATION PLANNING MATERIALS

DO NOT BEGIN CONSTRUCTION PRIOR TO OBTAINING AUTHORIZATION TO CONSTRUCT. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.

Signature of Installer or Designer: _____ Date: _____

SAN JACINTO COUNTY
On-Site Sewage Facility Permitting
1 State HWY 150, Room 3 Coldspring, TX 77331
Phone: 936-653-3823 Fax: 936-653-5290

ON-SITE SEWAGE FACILITY SITE/SOIL EVALUATION
REQUIRED FOR ALL PERMIT APPLICATIONS

Owner's Name: _____ Application #: _____

911 Address: _____

Site Evaluator: _____ License #: _____ Date Performed: _____

A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated. This report shall include a ground water evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

Soil Classification: _____ Soil Boring #: _____

Depth	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
1						
2						
3						
4						
5						
Depth	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
1						
2						
3						
4						
5						

Based on our experience with on-site wastewater technology and the soil classes and texture, we submit this site and soil evaluation based on the soil conditions at this site, this day. We do not guarantee the proper functioning of the on-site sewage facility.

Print Name of Site Evaluator: _____ Date: _____

Signature of Site Evaluator: _____ Date: _____

MUST BE LEGIBLE, SIGNED AND DATED OR APPLICATION WILL BE REJECTED

SAN JACINTO COUNTY
On-Site Sewage Facility Permitting
1 State HWY 150, Room 3 Coldspring, TX 77331
Phone: 936-653-3823 Fax: 936-653-5290

SITE DRAWING

NOT REQUIRED IF SITE DRAWING IS ON R.S. OR PE DESIGN

Applicant: _____ Phone #: _____ Application #: _____

Address: _____ City: _____ Zip Code: _____

Site Evaluator: _____ Phone #: _____

SCHEMATIC OF LOT OR TRACT

MUST BE INCLUDED OR SITE DRAWING WILL BE REJECTED

Compass North, adjacent streets, property lines, dimensions, location of buildings, easements, water lines, and other structures. Location of existing or proposed water wells within 150 feet. Indicate slopes, soil borings, natural drainage, or proposed drainage ways and water impoundment areas.

SITE DRAWING

FEATURES OF SITE AREA

Soil Survey	YES or NO
Presence of 100-year flood zone	YES or NO
Presence of upper water shed	YES or NO
Prescense of adjacent ponds, streams, water impoundments	YES or NO
Existing of proposed water wells	YES or NO
Organized sewage service available	YES or NO
Topographic	YES or NO

SAN JACINTO COUNTY
On-Site Sewage Facility Permitting
1 State HWY 150, Room 3 Coldspring, TX 77331
Phone: 936-653-3823 Fax: 936-653-5290

OSSF DESIGN DRAWING
FOR CONVENTIONAL (IN-GROUND) OSSF'S ONLY

Applicant: _____ Application #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Single or Multi-Family Dwelling: _____ sq. Ft.: _____ # of Occupants: _____ # of Bathrooms: _____

of Bedrooms: _____ Garbage Disposal: **YES or NO** Washing Machine: **YES or NO** Dishwasher: **YES or NO**

SYSTEM TYPE: 4"PVC/Gravel 8"Gravel-less Leaching Chamber Low-pressure Dosing Other

Number of Tanks: _____ Capacity: _____

DRAINFIELD: Length: _____ Width: _____ Depth: _____

One or more systems generating 5,000 GPD on this site: YES or NO

Any other residence or sewage system on this site: YES or NO

Distance of OSSF parts from property lines: _____

DIAGRAM OF SYSTEM

Include distance to property lines, wells, creeks, structures, or other topographical features of importance.

Indicate compass North. Scale: 1 inch=50 feet/or appropriate.

TO BE COMPLETED BY INSTALLER OR APPLICATION WILL BE REJECTED.

Installer: _____ Registration #: _____

OSSF LANDSCAPING PLAN

TERMS AND CONDITIONS

I. ACCEPTANCE

1. This landscape plan is offered for acceptance subject to the following terms and conditions unless specifically agreed to otherwise in writing in Section V of this document.
2. This landscape plan is limited to the equipment, labor and service specifically described and none other is intended or implied.

II. INSTALLATION

1. Homeowner agrees to allow contractor access to property with any and all equipment and material necessary to complete the installation of an on-site system.
2. Homeowner agrees that the possibility of ground damage may occur from the heavy equipment and material being moved on-site and/or that wet ground conditions may create excessive ground damage during the installation process.
3. Homeowner agrees that during the course of the installation extra soil will be left over due to the tank displacement.
4. Homeowner agrees that existing ground cover (grass) may be permanently displaced during the course of the onsite installation.
5. Homeowner agrees that the possibility of vegetative (tree, shrub) loss may occur as a result of the on-site installation,
6. Homeowner agrees that there is a possibility that some ground settling may occur in the disturbed soil area after the contractor has completed the installation and has left the premises.
7. Homeowner agrees to re-seed or sod areas of disturbed soil where existing ground cover was present prior to the on-site installation.

III. CONTRACTOR RESPONSIBILITY

1. Contractor agrees that all work shall be completed on a workman like manor during the standard OSSF practices.
2. Contractor agrees to make a reasonable attempt to minimize ground damage during the course of the on-site installation.
3. Contractor agrees to backfill with class 1b, II, or III soil around all tanks and sewer pipe placed into the ground to six (6) inches above grade level to allow for settling.
4. Contractor agrees to spread excess soil to adjacent area of the installation site unless otherwise directed by the homeowner or if inclement weather prevents this action, the soil will be left at its present location.

IV. HOMEOWNER RESPONSIBILITY

1. Homeowner agrees to re-grade soil in areas where soil settling has occurred after OSSF is permitted.
2. Homeowner agrees to maintain areas disturbed by OSSF installation with seed, soil or other vegetation.
3. Homeowner agrees to rake to grade any and all areas disturbed by the on-site installation.
4. Homeowner agrees to dispose of any stumps or roots exposed or removed during the course of the on-site installation.

V. ADDITIONS/EXCLUSIONS(State section and number of exclusion(s)above)

The following terms and conditions that shall be included or excluded from this agreement:

Installer's Signature_____Date:_____

Homeowner's Signature:_____Date:_____

AFFIDAVIT TO THE PUBLIC

COUNTY OF SAN JACINTO
STATE OF TEXAS

ON-SITE SEWAGE FACILITY AFFIDAVIT

According to Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed of Records of San Jacinto County, Texas. The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

Before me, the undersigned authority, on this day personally appeared (property owner's full name)

Who, after being by me duly sworn upon oath states that he/she is the owner of the record of that certain tract or parcel of land lying and being situated in (legal description & physical address)

In accordance with Texas Administrative Code §285.91(12), the undersigned further states that an OSSF system requiring a maintenance contract has been or will be installed in their property described above. Furthermore, this residential OSSF must be covered by a two year maintenance contract, a commercial OSSF must have continuous maintenance contract. The undersigned states that he/she/they will, upon any sale or transfer of the above-described property, notify any buyer or transferee of the condition. All maintenance on this OSSF must be performed by an approved maintenance provider, and a signed maintenance contract must be submitted to the San Jacinto County Permitting Department within 30 days after the property has been transferred upon renewal of a contract, or upon changing maintenance providers.

✓ Please check any/all that applies from the following:

____ **RESIDENTIAL OSSF**

____ **COMMERCIAL OSSF**

____ **TWO OR MORE TRACTS OF LAND:** This OSSF is located on two or more separate legal tracts of land and the tracts cannot be sold separately. Said system being on lots _____ shall bind these lots as one unit not to be sold or transferred individually.

WITNESS BY OUR HAND(s) on this _____ day of _____, _____

SIGNATURE(s) OF PROPERTY OWNER(s)

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day of _____, _____

By _____

Notary Public, State of Texas

Notary's Printed Name: _____

My Commission Expires: _____