



ENVIRONMENTAL HEALTH DEPARTMENT

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PROCEDURES ON APPLYING FOR AN ON-SITE SEWAGE FACILITY PERMIT APPLICATION

NOTE: AN APPROVED APPLICATION IS NOT THE APPROVAL OR THE PERMIT TO INSTALL THE PROPOSED ON-SITE SYSTEM.

1. Obtain the Permit Track number assigned to the project by Fort Bend County Engineering.
2. Obtain a copy of the survey or plat of the property. This document should note all boundary easements and rights-of-way. The property should contain at least one (1) acre for a well and septic system. If the property is smaller than one acre and was platted or subdivided before 1988 a professional design must be obtained from a Professional Engineer or Registered Sanitarian.
3. Determine proposed location of home, septic system, and water well. Also, include any other improvements to be made to the property (pool, barn, etc.). All existing or proposed structures must be identified.
4. Obtain a soil and site evaluation of the property determining the soil suitability, set back requirements, and system selection. A Professional Engineer or State Registered Site Evaluator must conduct the site evaluation.
5. After the site evaluation is completed, a Professional Engineer or Registered Sanitarian must design the septic system. The Design or Planning Material must be drawn "To Scale".

NOTE: A courtesy list of OSSF Site Evaluators, Designers and Installers can be provided upon request. To locate an Installer in your area you may also visit TCEQ's web site at:

http://www.tceq.state.tx.us/compliance/compliance_support/licensing/olwe.html

6. Fill out your application in its entirety to including signature(s) and date, please read carefully.
7. Your Plan Review Package must include the following items:
 - a. Complete and signed application.
 - b. Site Evaluation criteria.
 - c. Design / Planning Material –Drawn "To Scale".
 - d. Copy of survey or plat of the property.
 - e. Copy of the *recorded* Affidavit to the Public. (For all Aerobic systems)
 - f. Copy of the Two Year Service Policy signed by both parties. (For all Aerobic systems)
 - g. Copy of well log. (If applicable.)
 - h. Any request for an exception or variance to the rules shall be prepared by a Professional Engineer or Registered Sanitarian, notarized, and submitted with proposed application.
 - i. The permit fee.
8. An appointment to submit and review the application and design materials is required. Plan reviews are conducted on Tuesday and Thursdays ONLY, between 8:30 a.m. to 11:30 a.m. & 1:30 p.m. to 4 p.m.