



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 Development Permit number assigned to the project at www.mygovernmentonline.org.
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, leaving **NO** blanks.
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 Contract 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) **PERMITTING FEES: REFER TO THE FORT BEND COUNTY FEE SCHEDULE**
8. An appointment to submit and review the application and design materials is required. Plan reviews are conducted on **Tuesdays and Thursdays ONLY**, from 8:30 a.m to 11:20 a.m & 1:20 p.m to 3:20 p.m. You must adhere to your scheduled time to avoid any additional fees and rescheduling. A grace period of 5 minutes may be permitted, but not guaranteed.

PROCEDURES FOR PLAN REVIEW AND INSTALLING AN OSSF

Verify that the project has been permitted through www.mygovernmentonline.org and a Development Permit number assigned to the project prior to scheduling plan review.

1. Call our department and set up an appointment for plan review. Plan reviews are conducted on Tuesday and Thursdays between 8:30 a.m. and 11:20 a.m. or 1:20 p.m. and 3:20 p.m. Bring the complete plan review package to our offices in the Rosenberg Annex Building at the appointed time. An installer, designer or homeowner may submit this package. Typically, the installer submits the package as the owner's agent. The submitted plans and associated required documents will be reviewed for completeness and compliance with the current On-Site Sewage Facility rules. Any variance request must be submitted during this review process.
2. If the plan review package is incomplete, inaccurate, or not in compliance with the rules, a denial form will be filled out detailing the deficiencies. The plan review package will be returned to the applicant. The deficiencies must be corrected and another plan review appointment scheduled.
3. If all required paperwork is complete and in compliance with the rules, the appropriate plan review fee must be paid. A receipt for the fee is the only paperwork executed at this time. **NOTE: This is NOT an "authorization to construct" however all construction must be complete within on 1 YEAR of this date.** Proceed to Step 4.
4. The Site Verification, also known as the Pre- Construction inspection, is scheduled. The Pre-Construction Inspection is required to verify that the information on the submitted application, design and planning materials of the proposed OSSF meets current State Construction standards. The installer must call to schedule **all** inspections and must call no later than 4:00 p.m. to schedule an inspection for the next day. Requests for inspection are accommodated as the schedules allow. The installer is required to mark out the location of the major components of the system as reviewed in the submitted design, including: proposed buildings, property lines, tanks, sprinkler heads, drain field and water well(s). The use of marking paint is suggested. If the disposal method is subsurface, two 5' backhoe excavations for soil analysis is required. At the pre-construction inspection, the inspector will verify that the design submitted to and reviewed by this office is accurate. Separation distances will be measured, water well locations will be verified, soils evaluated as needed, drain field size measured, or sprinkler head location and radius evaluated. If the inspector finds any discrepancies during this inspection, a "Notice of Inspection" is issued requiring a re-inspection. A re-inspection fee is due and must be paid in our office prior to scheduling any additional inspections.
5. An "Authorization to Construct" will only be issued if all parameter are met during the site inspection. This is a form printed on colored stock paper and must be displayed at the construction site. Construction may begin **ONLY AFTER** this Authorization form is issued. Any additional requirements for final approval will be documented on this form. Additional requirements are such things as a water well log or a re-design.
6. From this point, the installer may begin construction of the system and has 1 (one) year from the review date to install the system. The installer **MUST** call our offices to schedule the Final Inspection. Call in by 4:00 p.m. for inspection the following day.
7. At the Final Inspection, all components of the system must be in place and operational. The tanks must be filled with water to normal operating levels. **Excavations must be left open for inspection.** All electrical components of the OSSF must be demonstrated to be fully functional **simultaneously**. The inspector will again verify distances, inspect the components of the system for compliance with the OSSF rules and confirm that the design materials are accurate and reflect the actual system as installed. If there are discrepancies in any area, a "Notice of Inspection" will be issued. The system may not be used until a "Notice of Approval" document is issued. A re-inspection with associated fees is required, the deficiency must be corrected, and another inspection must be scheduled.
8. The "License to Operate" will be issued when the system complies with all requirements at the final inspection.