Burleson County
Environmental Office
On-site Sewage Facility Permitting

100 W Buck St, Suite 303, Caldwell, TX 77836
PHONE 979-567-2360

Checklist for OSSF Application Submission

The following items must be submitted together:

- ☐ Application for an On-Site Sewage Facility, original document only
- ☐ Copy of 911 Address Verification letter
- ☐ OSSF Technical Sheet, form completed by installer, original document
- ☐ Site and soil evaluation, original or scanned copy. No screenshots or images accepted.
- ☐ System plan/design, original or scanned copy. No screenshots or images accepted.
- ☐ Affidavit to the Public (2 pages) – if required by system selection. *This must be filed by the property owner or their representative with the Burleson County Clerk's office. Burleson County Environmental office will not file this document for anyone.*
- ☐ Signed maintenance contract, if required by system selection
- ☐ OSSF permit fee, check or money order payable to Burleson County
- ☐ Property Owner Release - This form must be completed by the property owner if another party is submitting an application to construct an on-site sewage facility on their property (this is not for the installer)

Instructions for completing the Burleson County APPLICATION FOR AN ON-SITE SEWAGE FACILITY (SEPTIC) ALL APPLICATION INFORMATION IS REQUIRED. All septic systems (OSSF) in Burleson County require a permit regardless of acreage.

Reason for Permit*:* Please check the reason you are requesting this OSSF permit. If you select system replacement or system repair/modification please contact the Environmental office to confirm we have a current permit on file for your system.

Owner Name: this is name of the person submitting the application. If you are not the property owner please submit the Property Owner release giving you permission to have this system installed on the property.

Site Address: this is the 911 physical address of the property. You are required to submit an address verification letter from the Burleson County Addressing office with your OSSF application. You can request an address verification for an OSSF by visiting https://www.burlesoncountytx.gov/page/gov.addressing and completing "Verify your existing address" form.

Email Address: A license-to-operate your OSSF will be issued after the final inspection is completed. Providing your email address will allow us to email this permit to you. ALL SYSTEMS REQUIRE A LICENSE-TO-OPERATE BEFORE THE SYSTEM IS PUT INTO USE BY THE OWNER.

SINGLE FAMILY RESIDENTIAL

- **Type of Construction:** house, mobile home, single RV, etc
- **Living Area in Square Feet:** square footage of the structure connected to the OSSF (septic system)
- **Year Structure Built:** year the structure that will be connected to the OSSF (septic system) was built
- **Number of Bedrooms:** number of bedrooms in the structure that will be connected to the OSSF (septic system).

Commercial/Multi-unit residential: Complete the type of facility and other information related to the facility such as number of occupants, seats, beds, spaces.

Water Source: If you are on a private well check yes. If you have public water supply provide the name of the water company. An active connection to a water supply is required!

Subdivision Name and Lot #: If the property is located within a named subdivision provide the name of the subdivision and the lot number.

Acres: What is the total acreage of the property?

Property ID: available through https://burlesonappraisal.com/ or on your property tax statement

Property Legal Description: A property's legal description can typically be found on the Warranty Deed. If the property is located within a recorded subdivision the legal description will include the subdivision name, lot number, block, and section number. If the property is not located within a recorded subdivision the amount of acreage, survey name, and the abstract number will serve as the legal description. This is also available through the Burleson County Appraisal District.

Is this property in the floodplain: To determine if your property is located in a floodplain you can visit https://msc.fema.gov/portal/home and enter your property address.

Sign and date the application

OSSF (septic) PERMIT FEES	
RESIDENTIAL	COMMERCIAL
New construction OR system replacement $330	New construction OR system replacement $540
*System Modification if current permit is on file $165	*System Modification if current permit is on file $270
*System Repair if current permit is on file $100	*System Repair if current permit is on file $100

** if no permit is on file $330 residential / commercial $540*

Your installer will complete the ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION form.

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Phone: (979) 567-2360

(Office use only)
PERMIT NUMBER
_____
Payment Receipt Number
_____

APPLICATION FOR AN ON-SITE SEWAGE FACILITY

All information on this form is required. Forms with missing information will be rejected. If your installer does not request a construction inspection by the permitting authority within one year of the issuance of the authorization to construct, the authorization to construct expires, and the owner will be required to submit a new application and fee. All systems require a construction inspection before a License-to-Operate is issued. **License-to-Operate is required before the septic system is put into use.** Fees subject to change.

Reason for Permit (check one) ☐ New Construction ☐ System Replacement ☐ System Repair/Modification ☐ Transfer of Ownership

Owner Name: _____ **Phone:** _____

911 Address: _____ **City/State:** _____ **Zip:** _____

Email Address: _____ Owner will receive the license to operate at the email address provided. Please print clearly.

Single Family Residential

Type of Construction:
(house, mobile home, RV, etc) _____

Living Area Square FT: _____

Year structure built: _____

Number of bedrooms: _____

Commercial/Multi-unit residential

Type of Facility: _____

Offices, Factories, Churches, Schools, Parks, Etc. **Number Of Occupants:** _____

Restaurants, Lounges, Theaters **Number of Seats:** _____

Hotel, Motel, Hospital, Nursing Home **Number of Beds:** _____

Travel Trailer/RV Parks/Multi-unit residential **Number of Spaces:** _____

Other: _____

Water Source: Private Well: ☐ YES ☐ NO if no, enter name of public water supplier _____

Subdivision Name: *(if applicable)* _____ **Lot #:** _____ **Acres**: _____

Property ID: _____ *The Property ID and legal description is available from the Burleson County Appraisal District*

Property Legal Description: _____

Is this property in the floodplain? ☐ **YES** ☐ **NO** **Is this property homesteaded? (optional)** ☐ YES ☐ NO

I certify that the above statements are true and correct to the best of my knowledge. By signing I certify that I am the property owner or I possess the appropriate land rights necessary to make the permitted improvements on the property. Authorization is hereby given to the BURLESON COUNTY DESIGNATED REPRESENTATIVE (DR), the authorized agent for Texas Commission On Environmental Quality (TCEQ), to enter upon the above described property for the purpose of lot evaluation and inspection of the on-site sewage facility and that a license-to-operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with the Texas Commission On Environmental Quality (TCEQ) On-Site Facility Rules, TAC30, Chapter 285.

Signature of Owner: _____ **Date:** _____

OFFICE USE ONLY – Application updated 10/20/2023

Residential $330 Commercial $540 Re-Inspection $_____ Modification $_____ Repair $100 REF#_____ DATE_____

MODIFICATION – OSSF systems with current permit on record; modification includes any changes that add to or take away from the original design of the OSSF system.
REPAIR –OSSF systems with current permit on record in need of repair due to collapsed lines, tanks, etc. Repairs do not alter the original design of the OSSF.