Cooke County OSSF Permit Process

(DO NOT START OSSF CONSTRUCTION WITHOUT THE PROPER PAPERWORK)

State of Texas information website - https://www.tceq.texas.gov

PERMITTING PROCEDURES FOR YOUR ON-SITE SEWAGE FACITLITY

Conventional Septic Permit Information

- **Application –** All forms must be County/TCEQ approved.
- **Site and Soil Evaluation** performed by an **engineer, sanitarian, or a licensed site evaluator.** This will determine what kind of system can be installed.
- **Design of the system** shall be completed by either an engineer, sanitarian, or a licensed installer and must be approved by the county.
- **A copy of the plat** *or* **copy of the land survey** with the legal description and lot size.
- **Fee for the permit** of $410.00 for residential properties payable in cash, check, or money order OR $560.00 for commercial or multi-unit properties payable in cash, check, or money order.
- **Inspection required** after installation and before coverup.

Aerobic Septic Permit Information

- **Application –** All forms must be County/TCEQ approved.
- **Site and Soil Evaluation** performed by an **engineer, sanitarian, or a licensed site evaluator.** This will determine what kind of system can be installed.
- **Design of the system** shall be completed by either an engineer, sanitarian, or a licensed installer and must be approved by the county.
- **A copy of the plat** *or* **copy of a land survey** with the legal description and lot size.
- **Service contract** with a licensed maintenance provider is required. Must be signed by both parties, dated, and list the service provider's name, address, and phone number along with the homeowner's name, address, and phone number.
- **Affidavit to the public** a certified copy of the notarized affidavit **after** it has been filed in the County Clerk's Office.
- **Fee for the permit** of $510.00 payable in cash, check, or money order.
- **Inspection required** after installation and before coverup.

Upon receipt of the above items, the County will:

Within thirty (30) days approve or deny an application.
Problem resolution can take **up to thirty (30) days.**
If problems cannot be resolved and a **permit is denied,** you will receive a **written denial.**

A permit will be issued under the following guidelines:

The State of Texas Health Laws as passed by the Texas Legislature
The On-Site Sewage Facilities Laws as passed by the Texas Commission on Environmental Quality (TCEQ)

The person requesting the permit will be responsible for checking on the status of the permit. Until approval has been confirmed through the County, no physical parts of a system may be installed.

If you have any questions or need additional information, please call:

Mike Preuninger: (940) 372-0487
Monday - Friday, 8:00 AM to 5:00 PM