OSSF Permit Process

September 12, 2025
(DO NOT START OSSF CONSTRUCTION WITHOUT THE PROPER PAPERWORK)
Minimum Lot Size is 2 **Acres with Public Water or a Private Well per Single-Family Residence** Texas information https://www.tceq.texas.gov/

PERMITTING PROCEDURES FOR YOUR ON-SITE SEWAGE FACITLITY

Conventional Septic Permit Information

- **Application (2 pages) –** 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 payable in cash, check, or money order. ($560.00 Commercial, multi-unit)
- **Inspector 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. 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:
    1. **Within thirty (30) days** approve or deny an application.
    2. Problem resolution can take **up to thirty (30) days.**
    3. If the problem cannot be resolved and a **permit is denied,** you will receive a **written denial.**

- A permit will be issued using the following requirements guidelines:
    1. The State of Texas Health Laws as passed by the Texas Legislature
    2. The On-Site Sewage Facilities Laws as passed by the Texas Commission on Environmental Quality

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 contact:

Mike Preuninger: (940) 531-2179
Monday - Friday, 8:00 AM to 5:00 PM