

GUIDELINES FOR OBTAINING PERMITS FOR AUSTIN COUNTY

HOURS: 8:00 A.M. - 5:00 P.M.

TELEPHONE NUMBER: 979-865-5911 EXT. 5110 or 5111

MAILING ADDRESS:

PLANNING & DEVELOPMENT DEPARTMENT

ONE EAST MAIN ST.

BELLVILLE, TEXAS 77418

WEBSITE: www.austincounty.com

EMAIL: planning1@austincounty.com

planning2@austincounty.com

planning3@austincounty.com

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All permit fees are will be doubled for all construction/moving a structure starting prior to obtaining a permit including minimum and maximum fees.

911 Address and Permits must be Posted when we come out to do a Final Inspection. If not Property Owner will be responsible for REINSPECTION FEE.

I. DEVELOPMENT PERMIT

1. (MUST BE OBTAINED BEFORE ANYTHING IS MOVED ONTO OR CONSTRUCTED ON PROPERTY - PENALTY MAY BE ASSESSED)
 - a. A Development Application must be filled out completely for any type of development (moving a house onto property, building (house, barn, etc...) or placing a manufactured home on property).
 - b. If property is located in Flood Hazard Area, you must obtain an elevation certificate from a certified surveyor before a Development Permit will be issued.

ATTACH THE FOLLOWING WHEN SUBMITTING DEVELOPMENT APPLICATION

- c. A recorded copy of property deed must be furnished
- d. Obtain 911 address from Austin County Emergency Communication District (842 W. Main – Bellville, Telephone Number 979-865-1911)
- e. Copy of the letter issued to you by the Austin County Emergency Communication District showing your assigned 911 address
- f. Fee: See Fee Schedule (for Development Permit)
See Fee Schedule for Violation fee (if applicable)

II. ON-SITE SEWAGE FACILITY PERMIT (OSSF)

(It is advisable to submit all necessary paperwork 3 - 4 weeks before you are ready for installation)

- a. You must obtain a Development Permit/Exemption Certificate before an On-Site Sewage Permit will be issued.
 - b. Application for On-Site Sewage Facility Permit must be filled out completely.
 1. Application must be in property owner's name. (Not in a Company Name)
 2. Current mailing address (where you receive mail)
 3. Application must be signed by property owner. (Not agent)
- THE FOLLOWING NEEDS TO BE ATTACHED TO ON-SITE SEWAGE APPLICATION:
4. Site Evaluation
 5. Design (if alternate system)
 6. Maintenance Agreement (for Aerobic systems – obtain from Maintenance Providers)
 7. Affidavit to Public (obtain from the Planning & Development Dept. – original needs to be filed in the County Clerk's Office) and must be notarized
 8. A recorded copy of property Deed must be furnished
 9. Fee: See On-site Sewage Facility Fee Schedule

III. CULVERT PERMIT

If property is on State Highway or Farm to Market Road contact the Texas Department of Transportation (TXDOT) at 979-865-3101.

- a. Form must be completed and signed by Commissioner before submitting to Planning & Development Dept.

NOTES:

1. One residential structure per one acre tract
2. Entrance from county road to house needs to clear (12' x 12') for emergency vehicles to have access
3. 911 address MUST BE posted to obtain permits
4. All permits MUST BE posted
5. Permit Fees are non-refundable