**Regulation Enforcement and Permitting Assistant**

**Septic System Permitting and Enforcement**

Issuance of new permits

Recording and research of old permits for installers /Real Estate Sales

Complaint investigation and follow up

Site Inspections for new permits

Aerobic System Maintenance Contracts/Inspections

3x per yr / per system

Mail out notices to homeowners for renewals

Mail out notices to installers for inspections

Maintain continuing Education Hours

TCEQ Monthly Report

**Subdivision/Property Division**

Ordinance enforcement for landowners and developers

Documentation for commissioner’s court with variances and exceptions

Approval of formal developments- approximate one-year completion time.

Update/clarify subdivision regulations. Initial approval in 2001

**Culvert Standards**

Distribution of newly approved driveways standards information along with commissioner’s contact

**Development Permits/ Floodplain Permits**

Permits issued for all new constructions

Process permit, document, take payment, mail out approval and physical notice

**Oil & Gas Permitting**

Road Bond Agreement- new bond posted per each drilling site

Lay Flat Lines Permit- new permit per each line and map of county roads

Boring Permit-separate permit for each road crossing, profile drawings required

For each permit above take payment, record completed file with court administrator and county auditor, prepare for commissioner’s court agenda approval.

**Duties for Regulation Enforcement and Permitting Assistant**

Duties include, but are not limited to, Issuance of new permits for:

* Septic Systems
* Floodplains
* New Construction
* Oil and Gas Development
* Property Division

Daily requirements include:

* Record research for existing facilities
* Inspection reporting
* Compliance enforcement for homeowners, developers, and maintenance providers

Applicants will be required to stay current with legislative updates regarding enforcement and documentation.

Applicants will coordinate routine TCEQ compliance reports, audits, and should be proficient at all forms of electronic communication and documentation.

Regulation or Real Estate experience will be beneficial but not required.

Applications are available to download on the Fayette County Website or can be picked up at the Fayette County Permitting Office located at:

151 N Washington St

Room 307

La Grange, TX 78945

Return completed applications to the Fayette County Permitting Office or by email: [amber.hielscher@co.fayette.tx.us](mailto:amber.hielscher@co.fayette.tx.us)

Application Deadline: May 23, 2025