



## Leon County OSSF Compliance Program

### HOW TO OBTAIN A PERMIT FOR AN ON-SITE SEWAGE FACILITY

The STATE OF TEXAS has granted LEON COUNTY the authority to manage TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) regulations regarding permits and enforcement of ON-SITE SEWAGE FACILITIES (OSSF) rules as outlined in Title 30, Chapter 285, On-Site Sewage Facilities, revised September 11, 2009.

The LEON COUNTY order follows the rules as outlined in Chapter 285 with the following exceptions:

- All new installations whether standard septic or aerobic systems must be permitted.
- All repairs or upgrades to a system must be permitted.
- There are no acreage exceptions; the "ten acre" rule does not apply.

**PERMIT FEE: \$ 410.00** (Make payable to Leon County) effective 10-1-2005

**ALL FEES ARE NON-REFUNDABLE AND SHALL BE PAID BY PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER. NO CASH WILL BE ACCEPTED.**

- Obtain an application from an installer, the internet or Designated Representative.
- Have a licensed site evaluator or engineer perform mandatory site/soil evaluation.
- On standard septic systems, planning materials can be prepared by a licensed septic installer. Professional design (R.S., P.E.) is required for proprietary (aerobic) systems, non-standard systems and commercial systems.
- Submit completed application, plans and any technical information in property owner's name. Submit in a sealed envelope to the address below. Include the fee, **one original and two copies** of the following:
  - 1) **Property owner must furnish proof of ownership and acreage. Examples – tax statement or deed.**
  - 2) Planning materials including site and soil evaluation. Also include accurate directions to the site.
  - 3) Notarized copy of affidavit to the public and copy of recorded receipt (if required),
  - 4) Copy of signed maintenance contract (if required).
  - 5) Letter stating the licensed installers and apprentices who will be working on the project.
  - 6) Copy of form of payment.
- TCEQ staff in Austin may review non-standard system plans. Please allow up to 30 days for approval.
- Upon approval an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issuance. **(Construction cannot start until the Authorization to Construct is issued.)**
- Begin construction. An inspection of the installation is required before covering of the system. Contact the office below at least **5 working days** in advance to arrange an inspection.
- After a successful inspection, a Notice of Approval will be issued to the owner within approximately 10 working days.
- **NOTE:** A re-inspection fee equal to ½ the permit fee amount must be paid by the installer for each time the system must be re-inspected. All fees must be paid before the next inspection. (Payable to Leon County)
- All maintenance contract inspection reports must be mailed to the address below in the month performed.

**Robbie Robinson is a licensed Designated Representative by TCEQ. Leon County has contracted with Mr. Robinson to issue permits and enforce OSSF compliance.**

W.R."Robbie" Robinson – Designated Representative

2212 CR-282  
Buffalo TX 75831-5119

Office 903-322-3101  
Fax 903-322-3106  
E-mail [wrrobinson17@gmail.com](mailto:wrrobinson17@gmail.com)

(revised 09-11-2008)



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### **Permitting Instructions**

**1. Complete the ON-SITE SEWAGE FACILITY APPLICATION.**

**Fill in # 1 thru #8, sign and date at the bottom of application.**

**(Read - HOW TO OBTAIN A PERMIT FOR AN ON-SITE SEWAGE FACILITY)**

- 2. Give this application to any licensed septic installer. Installers are listed in the yellow pages or your local newspaper.**
- 3. The license septic installer will request a required Site Evaluation (this is last two pages of the application) be performed by a licensed Site Evaluator.**
- 4. After the Site Evaluation is complete, the installer this will determine the type of system to be installed.**

**Types of Systems:**

**Conventional – This type of system is installed in Soil Types Class I, Ib, II, & III.**

**Aerobic – This type of system is installed in Soil Types with Class IV (heavy clay) soils or some other type of restrictions.**

- 5. Once the paper work is completed, the installer will submit to this office to start the permit process. If approved, an "Authorization to Construct" will be issued.**
- 6. Then construction can be started. Once the construction is completed, this office will inspect the construction for compliance to state standards. (Please contact this office at least 5 working days in advance to arrange an inspection.)**
- 7. After a successful inspection, a "Notice of Approval" will be issued.**

**Note: If a re-inspection is required, the re-inspection fee must be paid before each inspection. (Payable to Leon County)**

- 8. The homeowner can now occupy the dwelling.**



Texas Commission on Environmental Quality
APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION

TCEQ USE ONLY
APPLICATION NO.
DATE
AMOUNT

TCEQ REGION NUMBER
COUNTY OF INSTALLATION

- 1. PROPERTY OWNER'S NAME: (Last) (First) (Middle)
2. CURRENT MAILING ADDRESS:
3. DAYTIME TELEPHONE NO.: ( )
4. 911 SITE ADDRESS:
5. LEGAL DESCRIPTION: Sec. Block Lot Plat Date
SUBDIVISION:
OTHER THAN SUBDIVISION: Acreage: Survey Name:
Abstract Name/No.:
6. PHYSICAL LOCATION/ DIRECTIONS TO SITE:
7. SOURCE OF WATER: Private Well Public Water Supply (Name of Supplier)
8. SINGLE FAMILY RESIDENCE: No. of Bedrooms Living Area (ft^2)
9. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE:
NO. OF EMPLOYEES/OCCUPANTS/UNITS: DAYS OCCUPIED PER WEEK:
10. SITE EVALUATOR: LICENSE NO.
PHONE NO.:
11. DESIGNER: LICENSE NO. (PE or RS)
PHONE NO.:
12. INSTALLER: LICENSE NO.
PHONE NO.:

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Texas Commission on Environmental Quality to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.

If you have questions on how to fill out this form or about the on-site sewage facility program, please contact us at your local regional office or at 512/239-0914. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

(SIGNATURE OF OWNER) (DATE)

Texas Commission on Environmental Quality

ON-SITE SEWAGE FACILITY  
TECHNICAL INFORMATION FOR PERMIT

APPLICATION # \_\_\_\_\_

DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL.  
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.

OWNER'S NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_

Professional design required?:  Yes  No If yes, professional design attached:  Yes  No

I. SEWER (House drain):

TYPE AND SIZE OF PIPE: \_\_\_\_\_ SLOPE OF SEWER PIPE TO TANK: \_\_\_\_\_

II. DAILY WASTEWATER USAGE RATE: Q= \_\_\_\_\_ (gallons/day)

WATER SAVING DEVICES:  Yes  No

III. TREATMENT UNIT:  Septic Tank  Aerobic Unit

- A. • TANK DIMENSIONS: \_\_\_\_\_ • LIQUID DEPTH (BOTTOM OF TANK TO OUTLET): \_\_\_\_\_
- SIZE REQUIRED: \_\_\_\_\_ • SIZE PROPOSED: \_\_\_\_\_
- MANUFACTURER: \_\_\_\_\_ • MATERIAL/MODEL #: \_\_\_\_\_
- PRETREATMENT TANK:  Yes SIZE: \_\_\_\_\_ (gal)  No  NA

B. OTHER: \_\_\_\_\_  
(Please attach description)

IV. DISPOSAL SYSTEM: TYPE: \_\_\_\_\_

- AREA REQUIRED: \_\_\_\_\_
- AREA PROPOSED: \_\_\_\_\_

V. ADDITIONAL INFORMATION:

NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.

A. SOIL/SITE EVALUATION

B. PLANNING MATERIALS

The attached checklist details those items that must be addressed under each of these categories.

\_\_\_\_\_  
DESIGNER'S SIGNATURE

\_\_\_\_\_  
LICENSE NO.

\_\_\_\_\_  
DATE

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## SITE EVALUATION AND PLANNING MATERIALS FOR AN ON-SITE SEWAGE FACILITY

**The following information must be submitted with the design package for review by the TCEQ.  
Failure to include or address all of the following items may result in approval delays.**

Application No. \_\_\_\_\_

Applicant/Site Information		Site Evaluator Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		License No.	

Additional information:

**SITE EVALUATION:** A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

**PLANNING MATERIALS:** The proposed treatment and disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

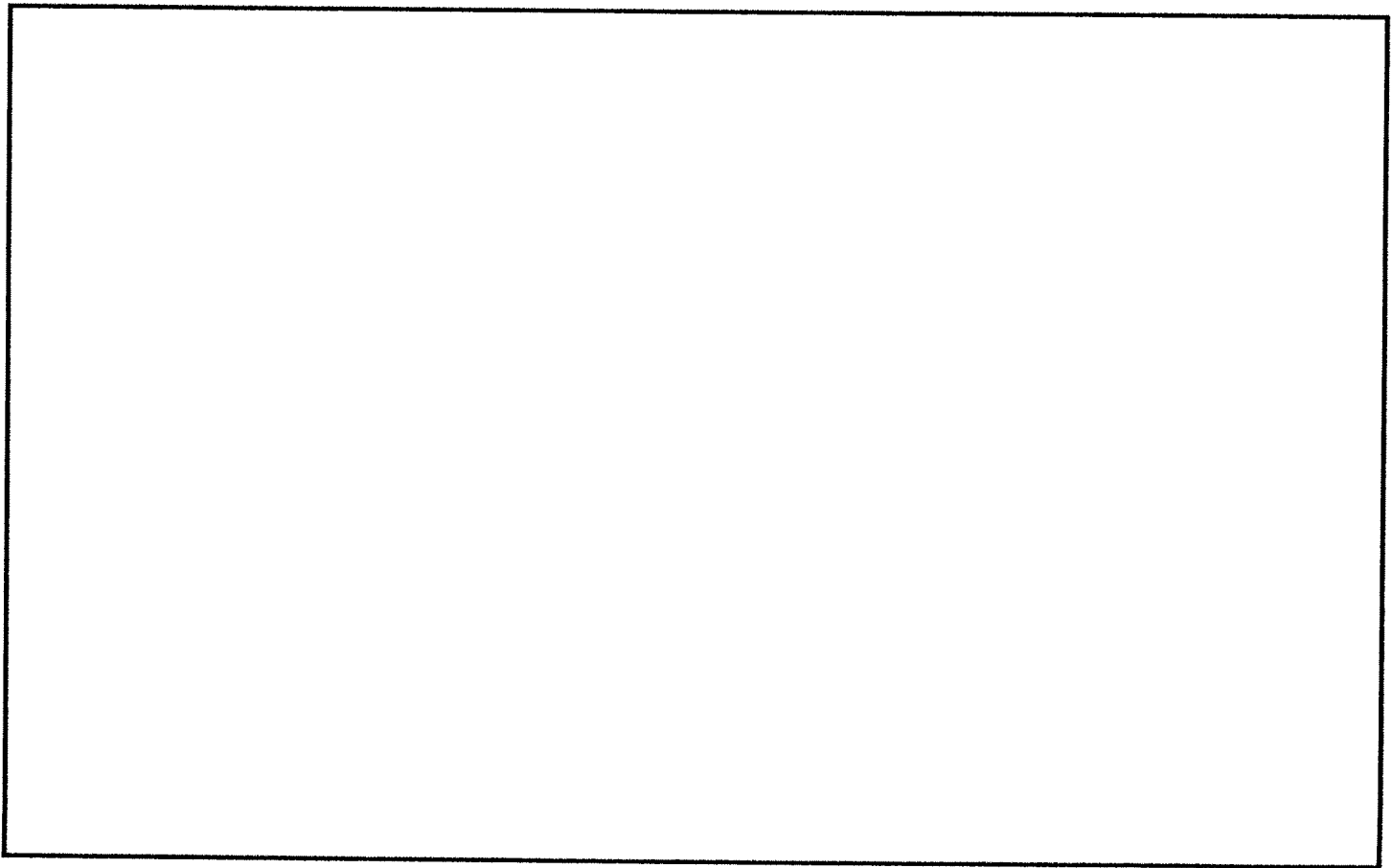
- A scale drawing of the on-site sewage facility, showing all structures served.
- Submittals prepared by a professional engineer or professional sanitarian must be sealed, dated, and signed.
- Proposed designs must comply with all separation distances identified in Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

**Schematic of Lot or Tract / Site Drawing**

Scale: 1 inch = 50 feet/or appropriate



I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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