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Concho County OSSF Permit

Permit fee for a single family residence is \$350.00. All other types of facilities is \$350.00. All systems are required to be permitted. Make the check out to Concho County. Send the application and check to the above address.

Note

There are 4 pages to the application. All four pages **Must** be filled out. **DO Not** send a application in that has the words " **SEE ATTACHED OR SEE DESIGN** "written in any blank space on the application. It will be sent back and the ATC will not be issued. Legal description are a must. Go to the county appraisal district office and ask for a copy of your clients **CAD CARD**. The information you need is on this document. Last item , a respectable drawing needs to be with the application as well.

RS & PE

Most of you have your own forms for your site evaluation. you may substitute your form for the ones in the permit . However , page #2 (technical information) needs to be filled out no matter how many times this information shows up in your design information. Once again , do not want to see the words "SEE ATTACHED or SEE DESIGN "in any of the blanks on page 1 & 2 of the permit .

Any questions , call 325-456-4607

Charles McDonald
DR Concho County

**CONCHO COUNTY
AUTHORIZED AGENT OSSF PROGRAM**

**APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITE
PERMIT FEES**

SINGLE FAMILY RESIDENCE , \$350.00 ALL OTHERS \$350.00
(Commercial , Multi unit Residential)

- Obtain an application from the Concho County Clerks office .
- Have a qualified person conduct a complete soil/site evaluation.
A detailed report, documenting the results of the soil and site conditions, must be submitted.
[Effective 9/1/02, the soil/site evaluation must be conducted by a professional engineer (P.E.)
or a licensed site evaluator.
- Planning materials for standard systems may be prepared by the owner or the installer.
Non-standard and proprietary systems must be prepared by a P.E. or a professional sanitarian.
- Submit completed application and technical information pages 1 & 2.
Remit the appropriate fee and two copies of the following:
soil/site evaluation results; all planning materials; a recorded affidavit (if required);
a signed maintenance contract (if required). Directions to the site must also be included.
- The application and planning materials will be reviewed by CONCHO COUNTY DR.
Non-standard planning materials may be reviewed by the TCEQ Regional office.
- If approved, an Authorization to Construct will be issued.
The Authorization to Construct is valid for one year from the date of issuance.
- The installer must notify the CONCHO COUNTY DR. at least five working days before the date of
the construction investigation.
- All excavations must be left open until the investigation has been completed.
- If the installation is approved, a Notice of Approval will be issued to the owner within seven days.
- NOTE:** All fees must be paid before a Notice of Approval will be issued.
A reinspection fee equal to ½ the permit fee must be paid by the installer each time the system must
be reinspected.

**ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER TO THE
PERMITTING AUTHORITY AND ARE NON-REFUNDABLE. CASH WILL NOT
BE ACCEPTED.**

CONCHO COUNTY

AUTHORIZED AGENT OSSF PROGRAM

OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST

OWNER'S NAME _____ COUNTY _____

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

1. **SOIL/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 of the disposal area, or to a restrictive horizon, whichever is less. Two copies of the analysis results and the drawing must be submitted. The following information must be included:

- A. Depth of soil boring or backhoe pit.
- B. Soil texture analysis. List the soil class.
- C. Gravel analysis (if applicable).
- D. Restrictive horizons analysis.
- E. Groundwater evaluation.
- F. Topography.
- G. Flood hazard.
- H. Vegetation.
- I. Location of water wells, existing or proposed, and on adjacent properties.
- J. Location of any streams, ponds, lakes, rivers, creeks or slopes that impact the site.
- K. Location of foundations, buildings, surface improvements, property lines, easements, swimming pools, and other structures existing or proposed.

2. **PLANNING MATERIALS:** Submit two copies of the proposed treatment and disposal construction design. The following design criteria must be prepared and submitted for review:

- A. A scale drawing of the on-site sewage facility, showing all structures served.
- B. Materials prepared by a professional engineer or professional sanitarian must have appropriate seal, date, and signature.
- C. Proposed designs must clearly indicate property lines and the location of all water wells.
- D. Site plans must show streams, ponds, lakes, rivers, creeks, and slopes.
- E. Site plans must show surface improvements, easements, swimming pools, and any other structure, existing or proposed.
- F. All separation distances identified in Table X must be shown.
- G. A sectional view of the tanks, including a pump tank detail, and excavations must be submitted.

CONCHO COUNTY
OSSF SOIL/SITE EVALUATION FORM

Requirements:

- At least two soil evaluations must be performed on the site, at opposite ends of the proposed disposal area. Please show the results of each soil evaluation on a separate table. Locations of soil evaluations must be shown on the site drawing.

Proposed Excavation Depth: _____

- For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
- Please describe each soil horizon and identify any restrictive features in the space provided below. Draw lines at the appropriate depths.

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

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

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

(Signature of Site Evaluator)

(Phone Number)