

# SEPTIC TANK APPLICATIONS PERMIT

Send to: Medina County Environmental Health Department, from 8 AM to 12 PM or 1 PM to 5PM Monday through Friday.

## **BEFORE AUTHORIZATION TO CONSTRUCT can be issued:**

- 1) Home owners **MAY NOT** install their own septic system, unless they are an OSSF licensed installer.
- 2) ALL OSSFs installed in Medina County require a **Design** to be completed by a licensed Site Evaluator, Registered Sanitarian with a site evaluators license or licensed Professional Engineer.
- 3) You must have an approved physical **Site Address** issued by 911 addressing. Erin can be reached at 830-741-8997. They are a separate office from Medina County Environmental Health
- 4) A **Septic Tank Locator Map** is necessary. It may be hand drawn or printed from Google Earth, Map Quest or other such entities with location marked.
- 5) Color copy of 2020 FEMA **Floodplain Map**. The map must include the Community-panel number or Firmette Number. Maps available at [www.msc.fema.gov](http://www.msc.fema.gov). Please make sure septic site is marked.
- 6) If an aerobic system is to be used, you will be required to have a **Signed Maintenance Agreement** and an **Affidavit to the Public** that must be notarized and filed at the Medina County Clerk Office located at the Courthouse Annex 1300 Ave M, Room 163 Hondo, TX 78861.
- 7) Legal description of the property with owner's name and property address are required i.e. **DEED** to property or **TAX ID CARD** ([www.medinacad.org](http://www.medinacad.org))
- 8) **CASH, MONEY ORDER or Individual CHECK** per each application is necessary. Please make payable to Medina County. Fees are listed on application.
  - Failure to fill out required paperwork will result in a delay in the review process.
  - Inspections are conducted on Monday, Wednesday, and Friday. You are required to schedule your inspection at least one day in advance.
  - YOU must call between 8:00 & 8:30 am the day of your inspection in order to find out your inspection time, which is set depending on the number of inspections we have lined up. You may not request a time.
  - If any additional visits have to be conducted after the first inspection, a \$50.00 re-inspection fee will apply.

**ALL PERMIT FEES ARE NON-REFUNDABLE & ONLY GOOD FOR 1 YEAR.**