



# **SAN JACINTO COUNTY**

## **9-1-1 ADDRESSING & PERMIT OFFICE GUIDELINES FOR OBTAINING PERMITS**

LOCATED IN COUNTY COURT HOUSE

1 STATE HIGHWAY 150, ROOM 3

COLDSRING, TX 77331

TELEPHONE NUMBER: (936) 653-3823

FAX NUMBER: (936) 653-5290

### **OFFICE HOURS**

**MONDAY - THURSDAY**

**8:00 AM - 12:00 PM & 1:00 PM - 4:30 PM**

**FRIDAY**

**8:00 AM - 12:00 PM**



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# GUIDELINES FOR OBTAINING PERMITS IN SAN JACINTO COUNTY

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**A PERMIT MUST BE OBTAINED BEFORE ANYTHING IS MOVED ON OR  
CONSTRUCTED ON PROPERTY-PENALTY MAY BE ASSESSED.**

## DEVELOPMENT PERMIT & DEVELOPMENT PERMIT EXEMPTION

### **Development Permit Fee: \$500.00**

A Development Permit is issued if property is in a Flood Hazard Area. The Permit Office will determine if your property is in a Flood Hazard Area by checking the Floodplain Maps of San Jacinto County.

### **Development Permit Exemption Certificate Fee: \$250.00**

A Development Permit Exemption Certificate is issued to property that is not in a Flood Hazard Area.

### **The following steps must be completed to obtain a permit:**

1. A Development Application must be **filled out completely** for any type of development. This includes moving a house, building of a house or barn, placing a manufactured home on the property or the new installation of utilities (electric or water). ANY STRUCTURE WITH THREE OR MORE WALLS HAS TO BE PERMITTED.
2. **If the property is located in a Flood Hazard Area you must obtain a Certificate of Elevation from a certified surveyor or engineer before a permit will be issued.** You must submit drawings of your plans and specifications. You are also required to get a top floor elevation shot after the slab is poured; this proves that you are at the required elevation for our files.
3. If you are placing a mobile home inside the flood zone, you are also required to get a top floor elevation shot after the mobile home is in place. This proves you are at the required elevation.
4. Bring a copy of your Tax Statement from San Jacinto County Appraisal District or a copy of your Deed.
5. **During the process a 911 Address will be issued.**
6. A Development Permit will not be issued without an OSSF Permit (if required) on new structures.

## **ON-SITE SEWAGE FACILITY PERMIT (OSSF)**

**We recommend you submit all necessary paperwork 2-3 weeks before you are ready to start installation.**

**On-site Sewage Facility Permit Fees are as follows:**

1. Single Family Residential; \$300.00
2. Commercial, Non-Residential; \$410.00

**An OSSF Permit will not be issued without a Development Permit (with exceptions-repairing/replacing system).**

**Application for OSSF Permit must be filled out completely and include:**

1. Current property owner's name.
2. Current mailing address where you are able to receive mail.
3. Must be signed by property owner.

**A Site Evaluation that meets all requirements of the current OSSF rules must be obtained for the location chosen for the system and submitted to the permit office.**

1. If a standard system is allowed you must submit a scale drawing of the property showing all buildings, ponds, wells, etc. With all distances shown.
2. If an alternative system is required you must obtain a professional design and submit to the permit office with the site of evaluation.
3. Submit a legal description of the property where the OSSF is going to be installed.
4. If you are having an Aerobic with Spray Irrigation System installed, a Maintenance Contract must be submitted with the application, fee, site evaluation and design.

**A Cover Inspection Must be done before the system can be used. The system must be left open for final inspection. If the Cover Inspection is approved the system may then be covered.**

**Additional Inspection Costs if a system fails a Cover Inspection:**

**These fees must be paid before re-inspection occurs.**

1. Single family residence: \$105.00
2. Commercial/Non-Residential: \$210.00