

**HUNT COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL SERVICES
2701 JOHNSON STREET, GREENVILLE, TX. 75401
Telephone: 903-408-4140 Fax: 903-454-2913
E-Mail Address: health@huntcounty.net**

**HOW TO OBTAIN "AUTHORIZATION TO CONSTRUCT" FOR AN
ON- SITE SEWAGE FACILITY**

All items listed must be filled out properly. Any items missing or incorrect will delay the permit. All items listed must be turned in at the same time before payment for the permit will be accepted. The property owner must sign all documents requiring signatures.

Fee: **\$335.00 Residential**

Fee: **\$500.00 Commercial**

Application - (**Original** form in property owner's full name)

911 addresses - For installation site

Developmental Permit (Fee- \$40.00)-Obtained at "Hunt County Health Department." If permit is being applied for in advance you must provide our office with the homeowner's full name, the 911 address and a contact number. You can contact our office by phone at 903-408-4140.

Proof of Ownership - Most current copy of "deed"
**Must be filed with County Clerk office and
show filing stamp on the deed.**

Survey plat map of the property

Metes and bounds of the property (usually in deed)

Site Evaluation and design, technical information sheet (original)

Items listed below are also required for AEROBIC systems only.

"Affidavit" - Must be **ORIGINAL** provided by our office. Must have metes and bounds to prepare.

Maintenance Contract - Signed by property owner and installer.

"Aerobic Wastewater Treatment Systems Homeowners Information" form must be signed by property owner.

"Authorization to Construct" will be issued when the application is reviewed and approved. (within 30 days for this process if all paperwork is in order)

Payment: We accept cash/checks, money orders, debit/credit cards (Visa, Master Cards, Discover-with a convenience fee) . If paying by check or money order three separate checks will be required (OSSF Permit, Development Permit and the County Clerks Office)