



## **MAJOR STEPS IN THE OSSF PERMITTING PROCESS**

*All septic systems in Burleson County require a permit.*

1. **Site and soil evaluation** by a Licensed Site Evaluator, Professional Engineer or Registered Sanitarian.
2. **System selection** by a Licensed Site Evaluator, Professional Engineer or Registered Sanitarian.
3. **System design or planning** by a Licensed Site Evaluator, Professional Engineer or Registered Sanitarian.
4. **Physical Address** a physical address for the property must be issued or verified by the Burleson County 911 Addressing office prior to submitting an application for an OSSF.
5. **Submit OSSF Application** to Environmental Dept., Suite 303, Burleson County Courthouse
  - Application, payment, site & soil evaluation, system design, copy of the affidavit to the public (filed with the County Clerk's office, if required), maintenance contract (if required). Any additional information requested by the Designated Representative.
  - Attach proof of platting prior to 1/1/1988 if seeking lot size exemption.
6. **Application review** by the Designated Representative of Burleson County, Suite 303, Burleson County Courthouse.
7. **Authorization to Construct** issued by the Designated Representative of Burleson County, Suite 303, Burleson County Courthouse.
8. **Construction of the system** by Licensed Installer of your choice.
  - If at any time during the construction site plans are changed a redraw must be submitted to the Designated Representative prior to construction inspection.
9. **Construction Inspection** by the Designated Representative of Burleson County
  - Construction inspection requires open hole.
10. **License to Operate issued** by the Designated Representative of the Burleson County.
  - The License to Operate is required before the OSSF is put into service by the owner.