



## **OSSF Checklist for Permit Application Submission**

The following items must be submitted together:

- Application for an On-Site Sewage Facility
- Copy of 911 Address Verification letter
- Copy of recorded deed
- OSSF Technical Information for Permit, form completed by installer
- Site and soil evaluation
- System plan/design
- Affidavit to the Public (2 pages) – if required by system selection. This must be filed by the property owner or their representative with the Burleson County Clerk's office. Burleson County Environmental office will not file this document for anyone.  
Signed maintenance contract, if required by system selection
- OSSF permit fee, check or money order payable to Burleson County
- Property Owner Release - This form must be completed by the property owner if another party is submitting an application to construct an on-site sewage facility on their property (this is not for the installer)

**Instructions for completing the Burleson County APPLICATION FOR AN ON-SITE SEWAGE FACILITY (SEPTIC) ALL APPLICATION INFORMATION IS REQUIRED.** All septic systems (OSSF) in Burleson County require a permit regardless of acreage.

**Reason for Permit:** Please check the reason you are requesting this OSSF permit. If you select system replacement or system repair/modification please contact the Environmental office to confirm we have a current permit on file for your system.

**Owner Name:** this is name of the person submitting the application. If you are not the property owner please submit the Property Owner release giving you permission to have this system installed on the property.

**Site Address:** this is the 911 physical address of the property. You are required to submit an address verification letter from the Burleson County Addressing office with your OSSF application. You can request an address verification for an OSSF by visiting <https://www.co.burleson.tx.us/page/gov.addressing> and completing the "Verify your existing address" form.

**Email Address:** A license-to-operate your OSSF will be issued after the final inspection is completed. Providing your email address will allow us to email this permit to you. **ALL SYSTEMS REQUIRE A LICENSE-TO-OPERATE BEFORE THE SYSTEM IS PUT INTO USE BY THE OWNER.**

**SINGLE FAMILY RESIDENTIAL**

- **Type of Construction:** house, mobile home, single RV, etc
- **Living Area in Square Feet:** square footage of the structure connected to the OSSF (septic system)
- **Year Structure Built:** year the structure that will be connected to the OSSF (septic system) was built
- **Number of Bedrooms:** number of bedrooms in the structure that will be connected to the OSSF (septic system).

**Commercial/Multi-unit residential:** Complete the type of facility and other information related to the facility such as number of occupants, seats, beds, spaces.

**Water Source:** If you are on a private well check yes. If you have public water supply provide the name of the water company. An active connection to a water supply is required!

**Subdivision Name and Lot #:** If the property is located within a named subdivision provide the name of the subdivision and the lot number.

**Acres:** What is the total acreage of the property?

**Property ID:** available through <https://burlesonappraisal.com/> or on your property tax statement

**Property Legal Description:** A property's legal description can typically be found on the Warranty Deed. If the property is located within a recorded subdivision the legal description will include the subdivision name, lot number, block, and section number. If the property is not located within a recorded subdivision the amount of acreage, survey name, and the abstract number will serve as the legal description. This is also available through the Burleson County Appraisal District.

**Is this property in the floodplain:** To determine if your property is located in a floodplain you can visit <https://msc.fema.gov/portal/home> and enter your property address.

**Sign and date the application**

<b>OSSF (septic) PERMIT FEES</b>	
<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>
New construction OR system replacement \$330	New construction OR system replacement \$540
*System Modification if current permit is on file \$165	*System Modification if current permit is on file \$270
*System Repair if current permit is on file \$100	*System Repair if current permit is on file \$100

*\* if no permit is on file \$330 residential / commercial \$540*

Your installer will complete the ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION form.



**Burlison County Environmental Office**  
 100 West Buck St, Suite 303, Caldwell TX, 77836  
 Phone: (979) 567-2360

(Office use only)  
**PERMIT NUMBER**  
 \_\_\_\_\_  
**Payment Receipt Number**  
 \_\_\_\_\_

## APPLICATION FOR AN ON-SITE SEWAGE FACILITY

**All information on this form is required. Forms with missing information will be rejected.** If your installer does not request a construction inspection by the permitting authority within one year of the issuance of the authorization to construct, the authorization to construct expires, and the owner will be required to submit a new application and fee. All systems require a construction inspection before a License-to-Operate is issued. **License-to-Operate is required before the septic system is put into use.** Fees subject to change.

**Reason for Permit** (check one)  New Construction  System Replacement  System Repair/Modification  Transfer of Ownership

**Owner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**911 Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ Owner will receive the license to operate at the email address provided. Please print clearly.

### Single Family Residential

### Commercial/Multi-unit residential

**Type of Construction:**  
 (house, mobile home, RV, etc) \_\_\_\_\_

**Type of Facility:** \_\_\_\_\_

**Living Area Square FT:** \_\_\_\_\_

Offices, Factories, Churches, Schools, Parks, Etc. **Number Of Occupants:** \_\_\_\_\_

**Year structure built:** \_\_\_\_\_

Restaurants, Lounges, Theaters **Number of Seats:** \_\_\_\_\_

**Number of bedrooms:** \_\_\_\_\_

Hotel, Motel, Hospital, Nursing Home **Number of Beds:** \_\_\_\_\_

Travel Trailer/RV Parks/Multi-unit residential **Number of Spaces:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Water Source:** Private Well:  YES  NO if no, enter name of public water supplier \_\_\_\_\_

**Subdivision Name:** (if applicable) \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Acres:** \_\_\_\_\_

**Property ID:** \_\_\_\_\_ *The Property ID and legal description is available from the Burlison County Appraisal District*

**Property Legal Description:** \_\_\_\_\_

**Is this property in the floodplain?**  YES  NO **Is this property homesteaded? (optional)**  YES  NO

*I certify that the above statements are true and correct to the best of my knowledge. By signing I certify that I am the property owner or I possess the appropriate land rights necessary to make the permitted improvements on the property. Authorization is hereby given to the BURLISON COUNTY DESIGNATED REPRESENTATIVE (DR), the authorized agent for Texas Commission On Environmental Quality (TCEQ), to enter upon the above described property for the purpose of lot evaluation and inspection of the on-site sewage facility and that a license-to-operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with the Texas Commission On Environmental Quality (TCEQ) On-Site Facility Rules, TAC30, Chapter 285.*

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY – Application updated 10/20/2023**

Residential \$330 Commercial \$540 Re-Inspection \$\_\_\_\_\_ Modification \$\_\_\_\_\_ Repair \$100 REF#\_\_\_\_\_ DATE\_\_\_\_\_

MODIFICATION – OSSF systems with current permit on record; modification includes any changes that add to or take away from the original design of the OSSF system.  
 REPAIR – OSSF systems with current permit on record in need of repair due to collapsed lines, tanks, etc. Repairs do not alter the original design of the OSSF.