



Burleson County
Environmental Office
 On-site Sewage Facility Permitting

100 W Buck St, Suite 303, Caldwell, TX 77836
PHONE 979-567-2360

MAJOR STEPS IN THE OSSF (SEPTIC) PERMITTING PROCESS

This is for informational purposes only – this is not the actual permit

All septic systems in Burleson County require a permit.

Step 1 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. The verification letter must be included with the OSSF application submission. You can contact the addressing office for address verification at 979-567-2007 or visit <https://www.co.burleson.tx.us/page/gov.addressing>.

Steps 2 Contact a Licensed Installer of your choice – an installer can help you with the process of getting these steps completed. A partial list of licensed professionals is available on the Burleson County website.

Steps 3 -5 Site and soil evaluation, system selection, and system design by a Licensed Site Evaluator, Professional Engineer or Registered Sanitarian. A partial list of licensed professionals who can provide these services is available on the Burleson County website. Must be originals or scanned copies. Burleson County will not accept screenshots or images of these documents.

Step 6 Submit OSSF application packet and all required documents to the Environmental Dept., Suite 303, Burleson County Courthouse, 100 W Buck St, Caldwell TX

Submit the required fee by check or money order along with the required documents.

- Application, payment, technical information form, site & soil evaluation, system design, recorded copy of the affidavit-to-the-public (this is two pages) filed with the County Clerk's office (if required), maintenance contract (if required), 911 address verification, and a copy of the recorded deed. Any additional information requested by the Designated Representative.

Note on the Affidavit-to-the-public:

- COMMON: If the OSSF will require a maintenance contract you are required to file an affidavit-to-the-public *CERTIFICATION OF ON-SITE SEWAGE FACILITY (OSSF) MAINTENANCE* with the County Clerk's office. A copy must be submitted with your OSSF application.
- NOT COMMON: If the OSSF will cross two or more lots you are required to file an affidavit-to-the-public *CERTIFICATION OF OSSF LOCATED ON TWO OR MORE TRACTS OF LAND* with the County Clerk's office. A copy must be submitted with your OSSF application.

Step 7 Application review within 30 days (TAC 285.3(c)) by the Designated Representative of Burleson County.

Step 8 Authorization to Construct issued by the Designated Representative of Burleson County to the installer, after application review is completed. Authorization-to-Construct is valid for one year.

Step 9 Construction of the system by a Licensed Installer of your choice.

Step 10 Construction Inspection The installer shall notify the permitting authority at least five working days (Monday through Friday, excluding holidays) before the date the OSSF will be ready for inspection. TAC 285.3(d)(2)

Step 11 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.
- Provide your email address on the application to receive your license to operate