



# ENVIRONMENTAL HEALTH

## GUADALUPE COUNTY

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### EXISTING ON-SITE SEWAGE FACILITY SYSTEMS

**Please be advised if you plan on connecting a structure to an existing OSSF system located in Guadalupe County. The existing OSSF may not be used until a License to Operate has been issued.**

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#### CONNECTING INTO A PERMITTED OSSF

- Step 1 Request a copy of the permit that was issued for the property identification number.
- Step 2 Complete the Property Owner's Statement Form.
- Step 3 Complete an Application for On-Site Sewage Facility Development (Permit)

There shall be **NO**:

1. Increase in the volume of the permitted flow;
  2. Change in the nature of the permitted influent;
  3. Change from the planning materials approved by permitting authority;
  4. Change in construction; or
  5. Increase, lengthening, or expansion of the treatment or disposal system.
- Step 4 Call for an inspection once all connections are uncovered and ready to be inspected.

**Note:** If any change and/or any increase occur after connecting into a permitted OSSF, the property owner must follow Step 3, Step 4, and Step 5 below.

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#### CONNECTING INTO AN OSSF THAT WAS NOT LICENSED

- Step 1 Complete the Property Owner's Statement Form.
- Step 2 Contact a registered sludge transporter to have the existing septic tank pumped.
  1. Receipt must identify tank capacity.
- Step 3 Contact a Professional Engineer or Registered Sanitarian to obtain an evaluation of the existing system.
  1. Must provide specifications on the tank size, location and size of the disposal system;
  2. Required documentation that the system is currently functioning and operational; and
  3. Required statement that the inspected OSSF will be able to sustain the connecting structure.
- Step 4 Complete an Application for On-Site Sewage Facility Development (Permit)
- Step 5 Call for an inspection once all connections are uncovered and ready to be inspected.

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If any signs of septic failure occur after connecting into an OSSF, the property owner will be required to construct a new on-site sewage facility for the attached structures.

If you have any questions in regards to this process, please contact the number listed above for assistance.