



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 W

Seguin, Texas 78155

Office: (830) 303-8858

eh-permits@guadalupe.tx.gov

APPLICATION CHECKLIST: ON-SITE SEWAGE FACILITY (OSSF)

On-Site Sewage Facilities, Title 30, TAC Chapter 285.3(c) Action on Application: The permitting authority shall either approve or deny an application within 30 days of receiving the application.

Instructions: Place a check mark in the box for all items that apply. For items that do not apply, place "N/A". This OSSF Application Checklist must accompany the completed application.

- ☐ Application for On-Site Sewage Facility (OSSF) Development
- ☐ Site/Soil Evaluation Completed by a Certified Registered Sanitation/Site Evaluator or a Professional Engineer
- ☐ Planning Materials of the OSSF as Required by the TCEQ Rules for OSSF Chapter 285. Planning Materials shall consist of a scaled design and all system specifications.
- ☐ Composting Toilet Materials (approved by the executive director provided the system has been tested and certified under NSF International Standard 41 (1999) or under any other standards approved by the executive director)
- ☐ Copy of Guadalupe Appraisal District Appraisal Card ☐ Copy of City Building Permit (if in city limits)
- ☐ Copy of Recorded Deed
- ☐ Copy of Recorded Subdivision Plat (*if located in a recorded subdivision*)
- ☐ Copy of Non-Residential Building Permit (*for Non-Residential OSSF applications*)
- ☐ Copy of Issued Driveway Permit (*for New OSSF applications*)
- ☐ Copy of Address Assignment Verification Letter (*for New OSSF applications*)
- ☐ Copy of Sludge Transporter Pumping Receipt (*for Replacement of OSSF or Connection to existing OSSF application*)
- ☐ Evaluation Report of existing OSSF (*for Connect to existing OSSF application*)
- ☐ Property Owner's Statement (*for Connect to existing OSSF application*)
- ☐ Permit Fee (*See Fee Schedule*)
- ☐ Well Drillers Report (*if water well is present within 100 feet of system*)
- ☐ Copy of all current licenses for septic designers and septic installer
- ☐ Affidavit to the Public Certification of OSSF requiring maintenance (*for Aerobic Systems only & County recorded*)
- ☐ Maintenance Contract signed by both property owner and maintenance provider (*for Aerobic Systems only*)

Note: Once obtained, the Authorization to Construct expires one year from issue date.

I affirm that I have provided all information required for my OSSF Development Application and that this application constitutes a completed OSSF Development Application.

Signature of Agent

Date

Date Received _____

Complete Application

☐ Cash ☐ Credit Card ☐ Check

Receipt Number _____

OFFICE USE

By _____

Incomplete Application (Missing items listed below):



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APPLICATION: ON-SITE SEWAGE FACILITY (OSSF) DEVELOPMENT

Application For: ☐ New OSSF ☐ Replace existing OSSF ☐ Connect to existing OSSF ☐ Repair **Original Permit #** _____
☐ Expansion ☐ Alteration ☐ Composting Toilet ☐ Graywater Collection ☐ Holding Tank ☐ Other _____

Brief Description of Repair/Expansion/Alteration Made:

Property Owner

911 Approved Property Address _____ City/ST/ZIP _____
Mailing Address _____ City/ST/ZIP _____
Phone#(____) _____ Gate Code _____ Email Address _____
Property Tax ID# _____ Acreage _____ Property located in City Limits _____

Property in the flood zone? _____
OSSF in the flood zone? _____
Source of Water ☐ Public ☐ Private Well ☐ Rain Collect

Driveway Permit Issued _____
of Existing Living Quarters on Property _____
of Existing OSSF on Property _____

☐ Single Family Residential

☐ Non-Residential (show 3 areas of reserve on site plan)

Type of Construction _____
Square Footage _____ # of Bedrooms _____
Will this structure be used for rental? ☐ Yes ☐ No

Type of Facility _____
#Occupants _____ #Seats _____ #Beds _____ #Spaces _____
Building Permit # Issued by Fire Marshal _____

System/Disposal _____ / _____ Soil Type _____ Disposal Area _____

Tank Size _____ Tank Brand _____ Gallons per Day (TCEQ Table III) _____

Existing Tank Size _____ New Tank Size _____

Existing Disposal Area _____ New Disposal Area _____

Professional Engineer _____ Lic# _____ Email _____

Registered Sanitarian/Site Evaluator _____ Lic# _____ Email _____

Septic Installer _____ Lic# _____ Email _____

Note: Once obtained, the Authorization to Construct expires one year from issued date

By signing this application, I certify that:

- The completed application and all additional information submitted does not contain any false information and does not conceal any material facts. I am the property owner or possess the appropriate land rights necessary to make the permitted improvements on said property.
- Authorization is hereby given to the permitting authority and designated agents to enter upon the above described property for the purpose of site/soil evaluation and inspection of private sewage facilities per **Texas Health & Safety Code 361.032 Inspections; Right of Entry**.
- I also understand that a permit of authorization to construct will not be issued until the septic inspector has performed a site inspection of the property and approved the application and all other documents submitted.
- I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application.

Property Owner Signature: _____ Date: _____



GUADALUPE COUNTY ENVIRONMENTAL HEALTH FEE SCHEDULE

Subdivision / Planning Fees		
Subdivision Plat or IDP Application with New Streets		\$3,000
	plus per lot/space	\$150
Subdivision Plat or IDP Application without New Streets		\$1,000
	plus per lot/space	\$150
Revised / Amended Plat Application		\$500
	plus per lot/space	\$150
Cancellation of Plat Application		\$100
	plus publication costs	TBD
Request for Variance (Requesting Commissioners Court Approval)		\$175
Third-Party Review (If required)		TBD
Exception to Plat Request-(LGC 232.010)		TBD
OSSF Plan Review (When Platting Authority is not Guadalupe County)		\$100
For plats/plans proposing 5 lots or more	plus per lot/space	\$5
Stormwater Management Plan Review (When Platting Authority is not Guadalupe County)		\$1800
Road Construction Plan Review (When Platting Authority is not Guadalupe County)		\$1800
Hard Copy of Guadalupe County Subdivision Regulations		\$10
Third Party Review (Drainage Analysis (SWMP), TIA, Plat, Other)	Defined in County Subdivision Regulations	TBD
Public Notice Mailings		\$175
	plus actual cost of mailings	TBD
Public Notice for Newspaper		\$100
	plus publication costs	TBD
On-Site Sewage Facilities (OSSF) Fees		
Residential Conventional OSSF Application		\$400
Residential Advanced Treatment OSSF Application		\$500
Multi-Unit / Rental Communities / Condo / Commercial OSSF Application		\$600
TCEQ State Research Council Fee (Included in OSSF fees above)		\$10
Repair OSSF Applications		\$200
<i>(includes tank lid replacement, inlet/outlet device repair, riser repair, drip irrigation repair, solid lines repairs, etc.)</i>		
<i>* The replacement of tanks or drain-fields is considered a repair and requires a permit for the entire OSSF system (new permit fee).</i>		
Connection OSSF Applications		\$200
Alteration OSSF Applications		\$200
Expansion of OSSF Applications		\$200
OSSF Re-Inspection Fee		\$200
Hard Copy of Guadalupe County On-Site Sewage Facilities Order		\$5
Floodplain Development Permit Fee		
Floodplain Development Application		\$300
Hard Copy of Guadalupe County Flood Damage Prevention Order		\$5
No Permit Fine		
No Permit Issued (Construction without an issued permit)	Double permit fee	\$

*** - See open records request fee schedule on the Guadalupe County Website**