



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.

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.

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.

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.