



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 West • Seguin, Texas 78155
Office: (830) 303-8858
eh-permits@co.guadalupe.tx.us

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 checkmark 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 Recorded Deed
- ☐ Copy of City Building Permit (if in city limits)
- ☐ Copy of Deed Restrictions
- ☐ 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 _____

Complete Both Sides pages 1&2 ➡

OFFICE USE

Date Received _____

By _____

- ☐ Complete Application
- ☐ Cash ☐ Credit Card ☐ Check

☐ Incomplete Application (Missing items listed below):

Receipt Number _____



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APPLICATION: ON-SITE SEWAGE FACILITY (OSSF) DEVELOPMENT

Application For: ☐ New OSSF ☐ Replace existing OSSF ☐ Connect to existing OSSF **Original Permit #** _____
☐ Replace Tank ☐ Replace Tank Lid ☐ Add Tank to existing OSSF ☐ Repair Disposal System ☐ Move Disposal System
☐ Composting Toilet ☐ Graywater Collection ☐ Holding Tank ☐ Other _____

Brief Description of Repair 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**

Type of Construction _____

Square Footage _____ # of Bedrooms _____

Will this structure be used for rental? ☐ Yes ☐ No

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

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:** _____



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FEE SCHEDULE

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Subdivision / Planning Fees

Subdivision Plat or IDP Submittal Application Fee <i>With New Streets</i>	plus per lot/space	\$3,000 \$100
Subdivision Plat or IDP Submittal Application Fee <i>Without New Streets</i>	plus per lot/space	\$1,000 \$100
Revised / Amended Plat Submittal Application Fee	plus per lot/space	\$500 \$100
Cancellation of Plat Application Fee	plus publication costs	\$100 \$
Request for Variance Fee (needing Commissioners Court Approval)		\$100
OSSF Plan Review Fee (Requested by other than Guadalupe County) <i>Only for 5 lots or more</i>	plus per lot/space	\$100 \$5
Flood Study Review Fee (Requested by other than Guadalupe County)		\$500
Road Construction Review Fee (Requested by other than Guadalupe County)		\$500
Hard Copy of Guadalupe County Subdivision Regulations		\$10
Public Notice for Newspaper Fee	plus publication costs	\$100 \$

On-Site Sewage Facilities (OSSF) Fees

Residential Conventional OSSF Application Fee	\$400
Residential Advanced Treatment OSSF Application Fee	\$500
Multi-Family / Rental Communities / Condo / Commerical OSSF Application Fee	\$600
TCEQ State Research Council Fee (included in OSSF fees above)	\$10
Other OSSF Application Fee <i>To include but not limited to tank or lid replacement, disposal system relocation, connection to OSSF, repairs</i>	\$200
OSSF Re-Inspection Fee	\$200
Hard Copy of Guadalupe County On-Site Sewage Facilities Order	\$5

Floodplain Development Permit Fee

Floodplain Development Application Fee	\$300
Hard Copy of Guadalupe County Flood Damage Prevention Order	\$5

Open Records Fee

Open Records Fee (per page)	\$1
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No Permit Fine

Construction without an Issued Permit	\$ Double Permit Fee
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