

**ON-SITE SEWAGE FACILITY (OSSF) APPLICATION
FOR**

Single Family Residence: _____ Commercial/Institutional Facility: _____
Name of Owner: _____ Name of Owner: _____
Name of Company: _____

Property Address: _____
Mailing Address: _____ City & Zip Code: _____
Telephone Number: (____) _____

Procedures for obtaining OSSF permit

1. Submit signed statement from Dallas County Public Works Department verifying that property is not in the 100 year flood prone/plain area (214) 653-7151. If, in a contracting City, the letter must come from that particular City's official (copy of contracting cities enclosed). All buildings and the OSSF must be up out of the flood plain.
2. Submit site evaluation report which must be performed by a T.C.E.Q. licensed Site Evaluator.
3. Submit copy of property plat or survey.
4. Submit a copy of the OSSF design. The OSSF may be designed by a Registered Sanitarian or Registered Professional Engineer licensed to practice in the State of Texas and who is knowledgeable in OSSF designs. All designs must use the most recent design standards and data as published by the T.C.E.Q. If all of the soil or site criteria categories are determined to be suitable, an absorptive drainfield design should be submitted, along with any other valid design proposed by the designer.
 - a. **For ET drainfield installations;** an affidavit stating the flow rate must be filed and recorded in the deed records at the County Clerk's office* advising the owner/future owners of the ET drainfield's wastewater disposal limits. A copy of the affidavit must be submitted along with the other planning materials for obtaining a permit.
 - b. **For surface irrigation system;** (1) submit a copy of a valid maintenance contract with a valid maintenance company (2) submit a copy of an affidavit which has been duly recorded at the County Clerk's office* and filed in reference to the real property deed on which the surface application system is to be installed. *Records Bldg, 509 Main St., Dallas, TX. (214) 653-7131.

5. Submit check/money order payable to: **Dallas County Health and Human Services in the amount of \$260.00 (Single Family Residence) Services in the amount of \$310.00 (Commercial)**

***ATTENTION INSTALLERS AND HOMEOWNERS: MUST PRESENT (Driver's License when paying for a set-up.) WE DO NOT HAVE THE CAPABILITY OF ACCEPTING DEBIT OR CREDIT CARD PAYMENTS. PLEASE HAVE THE EXACT CHANGE, CHECK (PERSONAL, CASHIER'S, COMPANY), OR MONEY ORDER.**

6. Submit signed copy of application by the owner. This application must be filled out in its entirety as applicable. Planning materials in numbers 1 through 4 must be submitted along with application or it will be rejected. **Allow a minimum of 10 working days for application and planning materials to be reviewed before permit to construct will be issued.**

Address of Proposed OSSF : _____ City _____
 Zip Code _____ Est. Date of OSSF Installation _____ Lot Size _____
 Lot No. _____ Blk. No. _____ Subdivision Name _____
 Travel Directions (if needed) _____
 MAPSCO # _____

SINGLE FAMILY RESIDENCE:

of Bedrooms _____ # of Baths _____ Square ft. of living area _____
 Washing machine _____ Dishwasher _____ Garbage Disposal _____ Other Connections _____

COMMERCIAL/INSTITUTIONAL FACILITY:

List origin, description and quantity per day of **ALL WASTES** that are to be disposed of through the OSSF _____

Number of persons normally using premises _____

Is structure serviced by water well? Yes _____ No _____

If water supply is Public, submit suppliers name and phone number _____

Distance of water line serving house to OSSF _____

Distance of a stream, pond, wells or lake to the OSSF _____

Name, address, phone number and certification number of Licensed Installer (if known): _____

Is there another home, business, or OSSF on any other part of this property? _____

If the answer to this question is YES, please contact our office immediately at (214) 819-2115.

Signature of Owner

Date

DALLAS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

Environmental Health Division

2377 N. Stemmons Fwy. - 6th Floor, Rm. 607

Dallas, Texas 75207

(214) 819-2115

**AFFIDAVIT TO THE PUBLIC
OSSF – ET DRAINFILL**

**THE COUNTY OF DALLAS
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared _____, who after being by me duly sworn, upon oath states that he or she is the owner of record of that certain tract or parcel of land lying and being situated in Dallas County, Texas, and being more particularly described as follows: (include street address and legal description)

The undersigned further states that he or she will, upon any sale or transfer of the above-described property, request a transfer of the permit to operate such surface application system to the buyer or transferee. Any buyer or transferee is hereby notified that a maintenance contract with an approved maintenance company will be required for the use of the system and will need to be submitted to Dallas County Health and Human Services, Environmental Health Division within 30 days after the property has been transferred. A copy of the planning materials for the on-site sewage facility can be obtained from Dallas County Health and Human Services, Environmental Health Division.

Witness my/our hands(s) on this _____ day of _____, _____

Notary Public, State of Texas

Notary's Printed Name

My Commission Expires:

This document must be filed at the Dallas County Clerk's Office* (214) 653-7441 8:00AM - 4:30PM
Records Building
509 Main Street
Dallas, TX. 75202

*An original or copy of the filed document is to be submitted with the OSSF Application and other planning materials to Dallas County Environmental Health Division.

**AFFIDAVIT TO THE PUBLIC
OSSF - AEROBIC TREATMENT SYSTEM**

**THE COUNTY OF DALLAS
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared _____, who after being by me duly sworn, upon oath states that he or she is the owner of record of that certain tract or parcel of land lying and being situated in Dallas County, Texas, and being more particularly described as follows: (include street address and legal description)

The undersigned further states that he or she will, upon any sale or transfer of the above-described property, request a transfer of the permit to operate such aerobic treatment system to the buyer or transferee. Any buyer or transferee is hereby notified that a maintenance contract with an approved maintenance company will be required for the use of the system and will need to be submitted to Dallas County Health and Human Services, Environmental Health Division within 30 days after the property has been transferred. A copy of the planning materials for the on-site sewage facility can be obtained from Dallas County Health and Human Services, Environmental Health Division.

Witness my/our hands(s) on this _____ day of _____, _____

Notary Public, State of Texas

Notary's Printed Name

My Commission Expires:

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Records Building
509 Main Street
Dallas, TX. 75202

*An original or copy of the filed document is to be submitted with the OSSF Application and other planning materials to Dallas County Environmental Health Division.

AFFIDAVIT TO THE PUBLIC – OSSF - AEROBIC TREATMENT SYSTEM
Page 2 of 2

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared
_____ known to be the person (s) whose name is/are subscribed to the
foregoing instrument and acknowledge to me that he executed the same for the purpose and
consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

this _____ day of _____, _____

NOTARY PUBLIC, in and for

_____, COUNTY, TEXAS.

**AFFIDAVIT TO THE PUBLIC
OSSF – SURFACE APPLICATION SYSTEM**

**THE COUNTY OF DALLAS
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared _____, who after being by me duly sworn, upon oath states that he or she is the owner of record of that certain tract or parcel of land lying and being situated in Dallas County, Texas, and being more particularly described as follows: (include street address and legal description)

The undersigned further states that he or she will, upon any sale or transfer of the above-described property, request a transfer of the permit to operate such surface application system to the buyer or transferee. Any buyer or transferee is hereby notified that a maintenance contract with an approved maintenance company will be required for the use of the system and will need to be submitted to Dallas County Health and Human Services, Environmental Health Division within 30 days after the property has been transferred. A copy of the planning materials for the on-site sewage facility can be obtained from Dallas County Health and Human Services, Environmental Health Division.

Witness my/our hands(s) on this _____ day of _____, _____

Notary Public, State of Texas

Notary's Printed Name

My Commission Expires:

This document must be filed at the Dallas County Clerk's Office* (214) 653-7441 8:00AM - 4:30PM
Records Building
509 Main Street
Dallas, TX. 75202

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AFFIDAVIT TO THE PUBLIC – OSSF SURFACE APPLICATION SYSTEM
Page 2 of 2

THE STATE OF TEXAS §
 §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared
_____ known to be the person (s) whose name is/are subscribed to the
foregoing instrument and acknowledge to me that he executed the same for the purpose and
consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

this _____ day of _____, _____

NOTARY PUBLIC, in and for

_____, COUNTY, TEXAS.

DALLAS COUNTY HEALTH DEPARTMENT

(OSSF COURT ORDER)

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October 1, 1977 through a Texas Department of Water Resource Order, and in conjunction with the Dallas County Commissioners' Court it became unlawful to construct an OSSF, in Dallas County without first obtaining a permit to construct from the Dallas County Health Department. The Court Order also governs the construction of septic tanks in the unincorporated area of Dallas County plus the area within the limits of the following Incorporated Municipalities:

Addison	Rowlett
Balch Springs	Sachse
Carrollton	Seagoville
DeSoto	Sunnyvale
Glenn Heights	Wilmer
Lancaster	Hutchins
	Unincorporated Areas

The primary provisions of this Order briefly stated are:

1. No new OSSF may be constructed in Dallas County without first obtaining a permit to construct from the Dallas County Health Department.
2. Some cities will not issue buildings permits until the OSSF permit to construct has been secured.
3. Developers of subdivisions which will use an OSSF must file a development plat with the Health Department and the Dallas County Public Works Department.
If the Development is in the unincorporated areas of the county contact both Departments for information needed for plat approval.
4. A person or agent selling a home is required to inform a prospective buyer that the home is served by an OSSF.

5. A OSSF permit to construct will not be issued for a lot that is within 300 feet of an organized waste collection. There are different distance requirements for some cities.
6. A \$260.00 Residential and \$310.00 Commercial fee will be charged for a permit to construct.
7. A permit to construct will be required for modification or repair of an existing system.
8. Exceptions to any of the above may be made to protect the public's health by the health Department.
9. This Order will be strictly enforced. Provision for enforcement and a fine to be levied by the courts are established.

Copies of the complete order are available from the Health Department upon request.

OSSF PERMIT PROCESS

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It is highly recommended and in many cities it is necessary, that the Health Department be contacted before construction of the home begins. Many problems can be eliminated if this is done.

The following steps are necessary to secure a OSSF Permit

I. CONDUCT A SITE EVALUATION

A site evaluation must be done to provide all the data needed to design and install a proper septic system for the site in accordance with the most recent TCEQ regulations. Only a TCEQ approved site evaluator may perform site evaluations.

II SUBMIT SITE INFORMATION

No new OSSF will be approved on lots of less than 1/2 acre with public water supply or lots of less than 1 acre with private well. Call Dallas County Health Department if this can not be achieved. Only one home or business per OSSF per 1/2 acre or full acre.

1. Submit plat or survey of property.
2. Submit a letter from Dallas County Public Works Department, if site is in the unincorporated area of Dallas County or from the City, if located within a city, stating if the site is or is not in the 100 year flood plain. All buildings and the OSSF must be up out of the flood plain.
3. Submit a copy of the site evaluation.
4. Submit a copy of the OSSF design and an the OSSF application signed by the owner.

A registered Sanitarian or Registered Professional Engineer may design the OSSF. If all of the soil or site criteria categories are determined to be suitable, an absorptive drainfield design should be submitted along with any other valid design proposed by the designer.

All designs must meet or exceed the acceptable designs that are published in the most recent Texas Commission Environmental Quality Regulations. However, local Authorized Agents such as Dallas County Environmental Health Division may be more strict than the TCEQ Regulations. Any design or installation will not be permitted if it does not meet the most recent rules, regulations, or standards of the TCEQ and Dallas County Health Department.

- A. For ET drainfield installations; an affidavit stating the flow rate and the type of system must be filed and recorded in the deed records at the *County Clerk's office advising the owner/future owners of the ET drainfield's wastewater disposal limits. A copy of the affidavit must be submitted along with the other planning materials for obtaining a permit.
 - B. For Aerobic surface systems: (1) submit a copy of a valid maintenance contract (2) submit a copy of an affidavit, which has been duly recorded at the *County Clerk's office and filed in reference to the real property deed on which the Aerobic surface application system is to be installed.
*Dallas County Clerk's Office, Records Bldg., 509 Main St., Dallas, TX. 75202, 8:00 am - 4:30 pm (214) 653-7441
5. Inspection appointments must be made two days (48 hours) in advance. Please call (214) 819-2115 or (214) 819-2112 to make inspection appointments.

III. PAY THE REQUIRED FEE

The fee for permit, consultation, and inspection for OSSF construction is \$260.00 Residential, \$310.00 Commercial

**SUBDIVISION (PLAT APPROVAL ONLY) \$200.00 Residential
\$150.00 Commercial**

Please make checks payable to Dallas County Health and Human Services Department and send to the following address:

**Dallas County Health and Human Services Department
Environmental Health Division
2377 N. Stemmons Frwy. - 6th Floor - Rm., 607
Dallas, Texas 75207**

IV. RECEIVE A "PERMIT TO CONSTRUCT"

A copy of the permit to construct and design data will routinely be sent the owner, and the building department of the city, if a city is involved. Additional copies will be mailed upon request to other interested parties such as contractors or loaning agencies.

V. CONSTRUCT THE OSSF

It is customary for the OSSF to be installed after the home/business is substantially complete. One of the reasons for this is to avoid damage of the OSSF components. A copy of construction specifications is attached.

VI. THE OSSF

The OSSF must be installed as designed and in the area of the site as designated on the design.

The OSSF must be located at a safe distance from water, streams, ponds, lakes, building foundations, and property lines. For more detailed information regarding minimum required separation distances in feet for the OSSF, please refer to the most current edition of "Construction Standards for On-Site Sewerage Facilities," published by the Texas Commission Environmental Quality (TCEQ).

(If additional help is needed, please contact the **Dallas County Health and Human Services Department - Environmental Health Division at 214-(819-2115).**

VII. HAVE THE OSSF INSPECTED

Request for inspection must be made to the Environmental Health Division, Dallas County Health and Human Services Department. A minimum of two working days (48 hours in advance) before inspection is desired. Inspection will be made after the installation is complete except for backfilling. The stub-out must be left uncovered.

A transit must be available so that the inspector may check the grade for conventional type or ET drainfield installers.

All materials must be of approved quality. Any substitution of materials or changes in specifications must be approved by the Dallas County Health and Human Services Department and the person who designed the OSSF before construction begins. For additional information you may call us.

After the OSSF is completed but before it is backfilled, the Health Department will make an inspection to assure that it is in compliance with the "DESIGN" and with the latest TCEQ Regulations for that design.

A drawing will be made of the installation and an permit to operate number will be attached to the house foundation. This information will be on permanent file at the Health Department and will be useful if the house is sold.

VIII. RECEIVE A PERMIT TO OPERATE / PERMIT

A permit to operate/ permit will be issued to show that the system has been constructed in conformance with the Health Department regulations and the latest TCEQ Regulations. It is very important to understand that even though a OSSF has been properly constructed, satisfactory performance cannot be guaranteed because of the many variables involved. The ultimate responsibility rests on the OSSF user.