

**DALLAS COUNTY HEALTH
AND HUMAN SERVICES
DEPARTMENT**

(Environmental Health Division)

**2377 N. Stemmons Frwy., Rm. 607
Dallas, Texas 75207
(214) 819-2115**

**GUIDELINES/PROCEDURES AND APPLICATION FOR
OBTAINING ON-SITE SEWAGE FACILITY(OSSF) PERMIT**

(Revised April 2007)

**2377 N. Stemmons Frwy
Suite 609 - LB 12**

Dallas, Texas 75207-2710

**Office (214)819-2115
Fax (214)819-2868**

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 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 TCEQ 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 TCEQ. 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.

- 5. Submit check/money order payable to: **Dallas County Health and Human Services. \$260.00 Residential \$310.00 Commercial**

Note: A legible copy of homeowner's valid driver's license must be submitted with application. Please have the exact cash amount, 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 _____ 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 Frwy. - 6th Floor, Rm. 607
 Dallas, Texas 75207(214) 819-2115**

OSSF PERMIT PROCESS

Page 3

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 ½ 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 ½ 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.

DALLAS COUNTY HEALTH DEPARTMENT

(OSSF COURT ORDER)

Page 1

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.**

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.

DULWORTH
SEPTIC
PO BOX 245
RED OAK TX 75154

AFFIDAVIT

THE COUNTY OF _____

STATE OF TEXAS

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

According to Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of _____ County Texas.

I.

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), § 5.012 and § 5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission or the Permitting Authority of the suitability of this OSSF, nor does it constitute any guarantee by the commission or the Permitting Authority that the appropriate OSSF was installed.

II.

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code §285.91(12) will be installed on the property described as the following:

Lot _____, Block _____, Subdivision _____, Unit # _____
Acreage _____, Survey Name _____, Abstract _____, Deed Volume _____, Page _____
Tract _____, Section _____, GEO Number: _____

The property is owned by (insert owner's full name): _____

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally.

Upon sale or transfer of the above-described property, the permit for the OSSF shall be transferred to the buyer or new owner. A copy of the planning materials for the OSSF may be obtained from the Permitting Authority.

WITNESS BY HAND(S) ON THIS ____ DAY OF _____, _____.

(Owner signature(s))

(Owner(s)signature(s))

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS ____ DAY OF _____, _____.

Notary Public, State of Texas
Notary's Printed Name
My Commission Expires:
NOTARY SEAL BELOW: