

**TRANSPORTATION AND NATURAL RESOURCES
ON SITE WASTEWATER PROGRAM
411 W. 13TH STREET, SUITE 806
AUSTIN, TEXAS 78767
PHONE: (512) 854-9383 FAX: (512) 854-4649**

Welcome to the On-Site Wastewater (OSW) permitting process. If you have any questions about this process we are available to answer your questions at (512)854-9383. You may drop off your permit application package at 411 W. 13th Street, Suite 806 between 8:30AM and 4:00PM or mail the packet to: Travis County TNR, Attn: Permits, PO Box 1748, Austin, TX 78767.

Contained in this packet you will find a checklist showing how to complete the Travis County OSW application process.

Terms that will help you through the application process:

Sewage Facility Construction Permit: an authorization, issued by the Travis County OSW Program, to install, construct, alter, extend or repair an On-Site Sewage Facility (OSSF). The permit consists of the authorization to construct and includes the planning materials submitted with the application and approved by the Travis County On-Site Wastewater Program.

Construction Standards: Travis County's standards for constructing an OSSF as adopted by the Travis County Commissioner's Court and approved by TNRCC. These standards for construction of an OSSF provide minimum requirements for the construction and installation of OSSF's in the Travis County's jurisdiction.

Modification: the addition to or improvement of part or all of an on-site sewage disposal facility to meet current Travis County and TNRCC Standards for such private sewage facilities.

New System: a system is considered new when there has never been an OSSF on the property at any time prior to this application.

Reinspection: a process that is required when an OSSF in Travis County is being built and more than three scheduled construction inspections has to be conducted. For every reinspection there is a \$60.00 fee.

License: an authorization (called a "License to Operate" an On-Site Sewage Facility) issued by the Travis County On-Site Wastewater Program **before** a person may operate an on-site sewage facility in accordance with the Travis County and TNRCC OSSF rules.

Rules: Travis County rules for On-Site Sewage Facilities as adopted by the Travis County Commissioners Court and approved by TNRCC.

**TRANSPORTATION AND NATURAL RESOURCES
TRAVIS COUNTY ON-SITE WASTEWATER PROGRAM
411 W. 13TH STREET, SUITE 806
AUSTIN, TEXAS 78767
PHONE: (512) 854-9383 FAX: (512) 854-4649**

Procedure to complete a Travis County Private Sewage Facility Application

1. A homeowner or a homeowner's representative may come to the above Department at 411 W. 13th Street in Austin to pick up an application form or call the Department at (512) 854-9383 to have an application packet mailed to them.
2. When the application form is received it should be filled out completely including the legal description of the property and the source of water. An original signature is required.
3. The application fee for a Non-Standard septic system that professionally designed is \$460.00; the fee for a Standard septic system that can be designed by an installer or a homeowner (see Chapter 285.3(1)) is a \$260.00 fee.
4. For a professionally designed septic system follow the instructions on the Administratively complete review list, for other designs see the letter labeled "Application requirements."
5. Please submit, **in person**, the completed package, including fees to 411 W. 13th Street, Executive Office Building, 8th Floor, between 8:30 A.M. and 4:00 P.M., Monday through Friday, or mail to: Travis County TNR, Attention Permits, P.O. Box 1748, Austin, Texas 78767.

NOTE: Incomplete applications will not be accepted.

Fees may be paid with checks or cash (correct change only). All checks should be made payable to Travis County.

The On-Site Wastewater Program would like to thank you for helping us in making this permitting procedure a success.

If you have any questions call (512) 854-9383

Instructions for Private Sewage Facility Construction Application

Submit the completed application form and appropriate fee to the Travis County On-Site Wastewater Program, 411 W. 13th Street, Suite 806 or call (512) 854-9383 for more information.

DEVELOPMENT PERMIT: ALL applicants who apply for On Site Wastewater Permits **MUST** also apply for a Travis County Basic Development Permit. For information about the Travis County Basic Development Permit please call (512) 854-4215.

SITE ADDRESS: This information **MUST** be provided. Contact the City of Austin Engineering department, Records and Service Section, (512) 499-2789, for properties within the City of Austin Extra Territorial Jurisdiction or contact 911 Emergency Addressing at (512) 480-5467 for properties outside the Extra Territorial Jurisdiction.

LEGAL DESCRIPTION: The legal description of the property **MUST** be provided. In most cases, this will consist of the subdivision name, lot number, block, and section number. If the property is not part of a platted subdivision, the acreage and survey name must be provided as well as the volume and page number of the Travis County Deed Records on which the property is recorded and a Tax Parcel ID Number. If the correct legal description is unknown, contact the Travis Control Appraisal District (TCAD) at (512) 834-9317.

TYPE OF DEVELOPMENT: Check EITHER “Single Family residential” OR “Non-residential”, as appropriate, and complete that section.

DISTANCE TO SEWER: The information is required.

PLOT PLAN: This application **MUST** be accompanied by a plot plan of the property. Use a letter size sheet of paper and show the following:

1. Outline and size of the property showing location of property lines.
2. Location and dimensions of all proposed facilities such as buildings, swimming pools, driveways and other paved areas, patios, decks, etc.
3. Wells, existing or proposed, including those on adjoining property which may be within 150 feet of the proposed private sewage facility. Also, show any private sewage facility on adjoining properties which may be within 150 feet of any propose or existing wells.
4. Potable water lines.
5. Direction of north.
6. Nearest public road and name of road.
7. Easements.
8. Creeks, dry washed, drainage ditches, ponds or lakes.
9. Sharp slopes, breaks, areas of slope greater than or equal to 15%.
10. 25 year flood plain or a statement that no part of the lot is in the flood plain.
11. Proposed location of the private sewage facility components.

A Permit to Construct a Private Sewage Facility must be issued by the Travis County On-Site Wastewater Program and posted on site before any construction may begin.