



# El Paso County On-Site Sewage Facility Department

## HOW TO OBTAIN A PERMIT TO CONSTRUCT AN ON-SITE SEWAGE FACILITY (OSSF)

Obtain an application and all related documents from the El Paso County On-site Sewage Facility Department at **14612 Greg Dr El Paso, TX. 79938.**

### The following is required to process the application:

1. A completed on-site sewage facility application form signed by the owner/owner's agent. The application needs to be notarized. (Any blanks may delay the application process).
2. Fees are \$190.00 for residential, \$510.00 for commercial, and Sewage disposal plans are \$300.00 for the review and \$50.00 per unit.
3. Fees shall be paid at any El Paso County Clerk's offices and a receipt shall be attached to application. **All fees are Non-refundable.**
4. All on-site sewage facilities shall be constructed by a Licensed Septic System Installer. A list of licensed installers (TCEQ Certified) may be obtained at the El Paso County On-site Sewage Inspection Department.

### The following documents shall be submitted with the application:

1. A copy of the deed, warranty deed, contract of sale, or in the event the person applying is not the owner but has right of possession a sworn affidavit from the property owner that he/she has the permission to install the OSSF.
  2. An original official street address obtained from: El Paso County Road and Bridge Department, or the Planning Departments from the corresponding municipalities such as City of El Paso, Socorro, Vinton, and or Clint. Municipalities are subject to inter local agreement. The official street address shall indicate the request for commercial or residential and purpose, if there is to be more than one unit.
  3. A site evaluation form shall be submitted with the required soil analysis that must be conducted by a registered Site Evaluator licensed by the Texas Commission on Environmental Quality (TCEQ) or from a Professional Engineer. Form shall contain the following information
    - a). At least two soil borings taken from opposite ends of the area to be used for the soil absorption system, and shall be excavated 2 feet below the proposed depth of trench. This shall be checked before authorization to construct or at time of final inspection.
    - b). Soil texture analysis shall be performed to identify the classification of the soil. Refer to title 30 chapter 285.91 (6).
    - c). A site evaluation drawing indicating property lines, property dimensions, location of existing or proposed building, driveways, easements, swimming pools, water lines and water wells, etc, and location of borings.
  4. A narrative sheet with the calculation and the purpose for OSSF.
  5. Two site plans to scale; the form will be furnished by El Paso County On-site Sewage Facility Department; one will be used for plan review, and one for final inspection.
  6. An official plat map of the lot showing: block, lot, subdivision and year when the subdivision was recorded.
  7. Copies of tables from the current Title 30, TAC chapter 285. Tables; III wastewater usage rate, VI USDA soil textural classifications, a typical drain fields – sectional view, and specification sheet of the materials to be used for the drain field.
  8. A copy of the specification sheet for all septic tanks showing the size, manufacturer, and dimensions of septic tank certified by a Professional Engineer. Only manufacturers previously approved by El Paso County On-site Sewage Department will be accepted.
  9. Three stamped self-addressed envelopes: two for the property owner (one for authorization to construct and one for the final copy of the License to Operate), and (the third for the installers authorization to construct)
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After reviewing the application and the above criteria are met, a written authorization to construct will be issued to the owner and the OSSF installer. Construction may not begin until the OSSF installer receives the written authorization. The approval form must be available at the construction site during all phases of the construction. Please allow 30 days for residential and commercial applications to be reviewed, and 45 days for a sewage disposal plan. Authorizations to construct are valid one calendar year from the date of its issuance and it will be cancelled after a year; with the exception of a property under enforcement. These approved applications require that the OSSF will be constructed within the time frame allowed by the enforcement action. If the OSSF cannot be approved a letter of disapproval will be sent to the owner with the reasons for the disapproval. The letter will indicate what actions are necessary to obtain an approval. If at that time an approval cannot be granted the owner/owner's agent may file an appeal with the County Commissioners Court. (Request appeal Process)

**All applications are subject to be in compliance with the County Subdivision Model Rules**

**Construction Process:**

Only a person that holds a license issued by the Texas Commission on Environmental Quality and has received a written authorization to construct on-site sewage facility may construct an OSSF. .

**Any changes to the OSSF shall require the installer to stop construction and submit all changes and supporting documents for review prior to continuing the construction.**

**Inspection process:**

The On-site Sewage Facility shall meet the minimum requirement set forth Title 30 TAC 285.

The Installer shall contact the On-site Sewage Facility Inspection Department to request a final inspection. The request shall be not less than 2 days before the need for inspection. The OSSF shall be completely installed prior to the arrival of the inspector/ DR. The inspection appointment will be set according to the DR'S Schedule. The DR will contact the installer on the day of the requested inspection to set up the time.

If the OSSF construction fails any portion of the inspection, a re-inspection will be required. A re-inspection fee of \$75.00 will be assessed. The application form and receipt shall be submitted to the OSSF office, and will be required prior the re-inspection.

**License to Operate (permit):**

A license to operate will be issued and sent to the mailing address on the application.

The license to operate shall contain the name of the owner, address, and legal description. It will indicate if the license is for a residential or commercial property. It will indicate the usage of gallons per day, the size and quantity of tanks, the drain field size and type of material used. The license will also indicate the inspection date and the identifying permit number.

The license shall be transferred to a new owner upon sale of the property. Any changes may require an administrative fee or may require a new permit and inspection.

All on-site sewage facilities licenses issued by the El Paso County are subject to review. A license to operate does not guarantee a Certificate of Compliance.

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