

Collin County Development Services

OSSF CONSTRUCTION INFORMATION SHEET

REQUIRED DOCUMENTATION (Bring ALL at time of Application)

- (1) Completed current application.
- (2) Copy of the deed with property description.
This document can be obtained at the Collin County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX or from: <http://countyclerkrecords.co.collin.tx.us/webinquiry/>
- (3) Copy of subdivision plat or abstract map with lot or tract highlighted. Show location of construction site and permanent driveway entrance.
The plat can be obtained from the CCAD website: <http://www.collincad.org>. The abstract map can be obtained from the County Clerk's office or website shown above.
- (4) **ORIGINAL** Site Evaluation to determine type of On-Site Sewage Facility (OSSF).
 - a). If an aerobic system is installed, you need a Service Contract and a filed Affidavit to the Public. **A TCEQ license is required for all OSSF installations and repairs.**
- (5) Completed 9-1-1 Rural Address Application (if property is vacant).
- (6) Completed Culvert Application if applicable.
- (7) **ONE** set of construction plans including electrical and plumbing.

Pursuant to Court Order #2009-516-07-13, Collin County requires that, no later than ten days after the date of the final inspection, a minimum of three inspection reports, by a private third party inspector, will be required showing inspections have been passed. Once we have the inspection reports, we will notify the Power Company to release power. Manufactured homes are excluded.

****Building codes, currently in effect for unincorporated Collin County, are located on our webpage.**

Allow 3-5 days from when you submit your 911 application to receive your 911 address.

REVIEW PROCESS

- (1) Determine if construction site is in a flood plain.
- (2) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulations of any municipality.
- (3) Verify site has proper frontage to a public roadway.
- (4) On-Site Sewage Facility review.
- (5) Review construction plans. Our Office retains plans.

Allow 6-8 working days after address assignment for the review process to be complete, however, the review process can take up to 2 weeks depending upon certain circumstances.

Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property.

Permits not picked up within one year from date of Application will not be retained.

FEES:

New OSSF (no maintenance)	\$310.00
New OSSF (maintenance)	\$335.00
Culvert Permit	\$ 18.00

WHAT IS REQUIRED TO SCHEDULE AN INSPECTION?

- (1) Permit(s) and 9-1-1 address **MUST** be posted and visible from the road.
- (2) Site **MUST** be accessible during any scheduled inspection.
- (3) Work for requested inspection **MUST** be completed.
- (4) When you call in for inspection you **MUST** have your permit number, address, name on permit and the name of your power provider.

We will reinspect one time at no charge. A \$75 fee will be charged for additional inspections. This fee must be paid before you can schedule further inspections.

Collin County Development Services Permit Application



Property Owner:	Current Mailing Address (Street, City and Zip):	Daytime Phone #:
Renter Name (if applicable):	Address to Mail OSSF ("septic") License to Operate (Street, City and Zip):	Email Address:
Project 911 Address (if different from above):		Power Company for Project Site:
Detailed Directions to Project Site:		
Project Description (Please check or complete all applicable or mark N/A)		
New Structure Construction or Existing Structure Information for OSSF: <input type="checkbox"/> House <input type="checkbox"/> House Remodel/Addition <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Swimming Pool <input type="checkbox"/> <u>OSSF ONLY</u> <input type="checkbox"/> Culvert <input type="checkbox"/> Other: _____		
Structure Information (IF PERMIT FOR OSSF ONLY, DESCRIBE ATTACHED STRUCTURE HERE): _____ SQ FT (heat/cool) _____ # Bedrooms _____ # Bathrooms _____ # Kitchens Garage - <input type="checkbox"/> Attached or <input type="checkbox"/> Detached Electrical Provider: _____ Natural Gas Provider (if applicable): _____		
OSSF (On-Site Sewage Facility) New Construction/Repairs/Existing Information: <input type="checkbox"/> New OSSF/New Structure <input type="checkbox"/> New OSSF/Existing Structure <input type="checkbox"/> Existing OSSF/New Structure <input type="checkbox"/> Repair/Upgrade Existing OSSF		
New OSSF Construction or New OSSF Connection: Type Being Installed: _____ OSSF Site Evaluator*: _____ OSSF Installer*: _____ *CURRENT TCEQ LICENSE (APPROPRIATE FOR THE TYPE OF WORK) REQUIRED FOR ALL OSSF PROFESSIONALS		
Existing Septic Information (Complete section as thoroughly as possible): Name on Original Permit: _____ Type of System: _____ Age of System: ____ Permit #: _____		
Dirt Work Involved? <input type="checkbox"/> YES or <input type="checkbox"/> NO If YES – Amount of acreage being disturbed: _____		
Briefly Describe the Entire Scope of the Project:		
Required Document Checklist – ALL required documents must be submitted at time of application or application will not be accepted <u>Required for all applications:</u> <input type="checkbox"/> Fully completed application <input type="checkbox"/> Property deed in applicant's Name <input type="checkbox"/> Survey, abstract map or subdivision plat (matching deed) with plot location of project clearly marked <input type="checkbox"/> Completed 911 Addressing Application (If property/structure not currently addressed) <u>Required for any application involving a structure:</u> <input type="checkbox"/> Building plans to include basic floor plan (all room designations and square footage) <u>Required for any application involving a structure that is served by a collective sewage system:</u> <input type="checkbox"/> Letter from the wastewater collection agency certifying that the structure is/will be served by an approved sewage collection system <u>Required for any application involving an On-Site Sewage Facility:</u> <input type="checkbox"/> Original/Signed OSSF Site Evaluation <input type="checkbox"/> Original/Signed OSSF Design <u>Required for any application involving an aerobic On-Site Sewage Facility:</u> <input type="checkbox"/> Notarized/Filed (with County Clerk's Office) Affidavit** <input type="checkbox"/> Service Contract with licensed provider <input type="checkbox"/> Signed Information Sheet** **Blank forms can be found on the Development Services website <u>Required for any application for a project that is within the Extra-Territorial Jurisdiction of any of the following cities – Anna, Celina, Farmersville, Melissa, Parker, Princeton or Wylie:</u> <input type="checkbox"/> Copy of Development Plat approved by the city or a letter from the city waiving the requirement of a Development Plat		
CONTACT NAME FOR QUESTIONS AND PERMIT PICK UP (PERMIT CANNOT BE ISSUED WITHOUT CONTACT INFORMATION):		
NAME: _____ PHONE#: _____ EMAIL: _____		
PROPERTY OWNER SIGNATURE: _____ DATE: _____		

COLLIN COUNTY DEVELOPMENT SERVICES DEPARTMENT
4690 Community Ave., Suite 200
McKinney, Texas 75071

AEROBIC WASTEWATER TREATMENT SYSTEMS
HOMEOWNERS INFORMATION

Collin County does not require Aerobic Systems. Alternative systems are available.

License to Operate:

A dwelling/building must not be occupied until the septic system has passed the final inspection and has been issued a License to Operate.

Maintenance Contracts:

Maintenance contracts go into effect the day the system is approved. The original installation contract is good for 2 years from that date. Maintenance contracts must be maintained at **ALL** times. After 2 years the owner is responsible to renew the contract, but not required to use the original installer. Renewals must be submitted to our department 30 days prior to the expiration of the contract.

Testing and Reporting:

Maintenance companies shall inspect a system 3 times a year minimum. This shall be done at 4-month intervals. Copies of the report shall be sent to our Department and to the homeowner.

Chlorine:

Chlorine must be maintained in surface irrigation systems at **ALL** times. Chlorine is present to destroy any waterborne diseases that may be present. The homeowner is responsible to make sure the system always has chlorine (even if your maintenance contract includes adding the chlorine). Approved chlorine tablets must be used, **not swimming pool chlorine.**

Property Access:

The owner must provide access to the aerobic unit when requested by the Maintenance Company and/or our department. This shall be provided during normal working hours (8am – 5pm, Monday – Friday). Collin County inspectors are not required to ask permission to enter your property for the purpose of spot checking your septic system or investigating related complaints.

Problems:

If a problem arises with a unit after installation, contact the Maintenance Company immediately. If at any time a problem is not corrected or the company fails to provide the required maintenance, contact our department.

Altering the Aerobic Unit:

Once an aerobic unit has been installed and inspected, it may not be altered (by the owner or a licensed installer) in **ANY** way. This includes moving or changing the spray of the sprinklers or connecting another residence to the system. If something needs to be altered you must come to our office and apply for a Septic Repair/Upgrade Permit.

I have read and understand the requirements outlined above. I understand that it is my responsibility to learn about current and new regulations passed by Collin County and the State of Texas. Further, I agree to meet all state and county regulations.

Land owner signature: _____ Date: _____ Permit #: _____

COUNTY OF Collin County
STATE OF TEXAS



AFFIDAVIT

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

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

I

The Texas Health and Safety Code, Chapter 366 authorizes the TCEQ to regulate OSSFs. Additionally, the Texas Water Code (TWC), § 5.012 and § 5.013, give 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 of the suitability of this OSSF, nor does it constitute any guarantee by the commission 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 **(INSERT OR ATTACH LEGAL DESCRIPTION ONLY):**

The property is owned by (OWNER'S FULL NAME) _____

This OSSF must 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 OSSF may be obtained from **Collin County Development Services**.

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

Owner(s) signature(s)

(PRINTED NAME)

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

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

Notary Public, State of Texas

CHANGE OF OWNERSHIP OSSF (AEROBIC) SYSTEM

Each new owner of an existing Aerobic System is required to provide the Collin County Development Services Division with a completed Change of Ownership form within 15 days of the closing date.

ORIGINAL PERMIT NUMBER: _____

PREVIOUS OWNER'S NAME: _____

PROPERTY ADDRESS: _____

NEW OWNER'S NAME: _____

NEW OWNER'S SIGNATURE

DATE

*****NOTE:** *Aerobic septic system owners are required to provide a Maintenance Contract and Homeowner's Information Sheet along with their Change of Ownership form.****

Collin County
9-1-1 Rural Addressing Application



<u>Customer Information</u>	Date: _____
Last Name: _____	First Name: _____
Current Mail Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Phone(s): 1) _____	2) _____
Email: _____	

<u>Location Information</u>	Driveway Side: _____	N
Road: _____	(Relative to)	W Road E
		S
Nearest Intersecting Road: _____		
Direction from Intersection to driveway: N S E W		
----- <u>OR</u> -----		
Legal Description: _____		

<u>Structural Information</u>	(Circle item, or describe if "other")
Existing or New/Planned	Residential or Commercial
House Mobile Home Barn/ Fireworks Other: _____	
	DW or SW Shed/Shop Stand
Height: 1 story 2 Story 3+	Multi-Unit – Yes or No
For: Plumbing Electricity Telephone Other: _____	

<u>GIS/Rural Addressing Use Only</u>	Date: _____
Comments: _____	
New 9-1-1 Address: _____	
City & Zip: _____	
Map Pg: _____	ETJ or N/A: _____

TRI-COUNTY SEPTIC
Wastewater Recycling Specialists
PO Box 283
Royse City, TX 75189

Office 903-285-5255
Fax 877-273-4380
jack@triseptic.com
www.triseptic.com



Permit # _____ Due Date: _____ Annual Inspection Agreement Price: \$ _____

Beginning Date: _____ Ending Date: _____ Manufacturer: _____



The County requests receipt of the agreement 30 days prior to the renewal date.

Service Policy

Term of Policy:

1. An inspection/service call every 4 months, which includes inspection, adjustments, and service of the mechanical and electrical components parts as necessary to ensure proper function. If any additional visits are necessary there will be an additional service charge.
2. If there is **NO ACCESS** to the on-site sewage facility (OSSF), there will be a **\$85 service charge to re-inspect system**, unless previously notified.
3. All **"CALL BEFORE"** customers will be notified the day prior to inspection via phone, voicemail or text. If there is **NO ACCESS** to the on-site sewage facility (OSSF), there will be a **\$85 service charge to re-inspect system**, unless previously notified.
4. An effluent quality inspection every 4 months consists of a visual check for color, turbidity, scum overflow, and examination for odor.
5. A sample shall be pulled from the pump tank every 4 months as described in the "SOLIDS REMOVAL" section to determine if there is an excess of solids in the treatment plant. If the test results determine a need for solid removal, the user will bear the cost and the responsibility for doing so.
6. User is responsible for keeping the chlorine in the chlorinator. If chlorine test reveals no chlorine, a grab test is required. User will be responsible for the cost.
7. If any improper operation is observed which cannot be corrected at that time, the user shall be notified immediately in writing of the conditions and the estimated date of correction.
8. All emergency calls will be visited within 24 hours and non-emergency calls within 72 hours.

Violations of Warranty

Includes shutting off electric current to the system for more than 24 hours, disconnecting the alarm system, restricting ventilation to the aerator, over loading the system above capacity, introducing excessive amounts of harmful matter into the system, or any other form of unusual abuse.

This policy does not include pumping of sludge from the unit if necessary. Your local Permitting Authority may require a service policy to be in effect at all times or the on-site sewage facility permit is void. Failure to maintain the permit requirements can result in fines, court cost, and penalties by the County and State regulatory agencies. Any fees for non-compliance are the responsibility of the homeowner.

This policy is effective when signed by the homeowner or homeowner's agent and accepted by Tri County Septic. Tri County Septic may terminate this contract for any reason at any time.

All materials installed during the contract will remain the property of Tri County Septic until full compensation for materials and labor has been received. Labor rates of \$85 per hour will be in effect to re-install any removed materials.

Inspection Agency:

Homeowner:

*Name: _____

*Address: _____

*City _____ Zip: _____

*Phone _____

*Email: _____

*Home Owner Signature:

Service By: Tri County Septic

Jack Self

License # MP0001892/OS0033020

* Call or Text Before Inspection due to: Aggressive Dogs Locked Gates Gate Code

Immediately following inspection, the OSSF inspector will call primary number listed above to notify the inspection is complete.

Office Use Only:

Payment: Cash Credit Card Check # Entered Faxed QB

Tri County Septic
 Wastewater Recycling Specialists
 PO Box 283 – Royse City, TX 75189
 903.285.5255 – jack@triseptic.com – www.triseptic.com



Name _____ Date: _____
 Address _____ Phone: _____
 City _____ State: TEXAS Zip: _____



Installation/Modification Policy

Terms of Policy:

1. An installation or modification of an Aerobic Septic System will be installed according to the specifications and design provided by an engineer, registered sanitarian or installer.
2. Any changes to the design including utilities that were not accounted for, or any reason requiring design changes not accounted for during the bidding process may result in an increase in price. Add \$40 per additional sprayhead over two (2). Add \$4.50 per foot of additional distribution line over 200'. Add \$250 for timer. Add \$40 per each additional 6" riser over 12". Add \$200 for control panel C Channel stand.
3. Property owner will be responsible for calling 811 (dig test) prior to installation. These markings must not be tampered with.
4. Property owner is responsible for locating and exposing ALL private utilities. Homeowner will be responsible for cost of any damages or repairs needed during the time of installation.
5. Any removal of excavated materials, fence removal, utility relocation or repair, tree or limb removal, landscaping, sprinkler damage or any other damages that occur during installation will be at the expense of the property owner.
6. Property owner will not hold Tri County Septic or any of its subcontractors liable for damage to any landscaping, driveways, walkways or utilities in the area of excavation or areas used to obtain access to the installation area.
7. Backfill areas will be soft and can settle. In the event of settling of the backfill materials, DO NOT walk on when wet due to potential hazards until the materials have settled.
8. Property owner will be responsible for obtaining an electrical source for OSSF and contacting Tri County Septic for proper breaker and wire sizing if needed.
9. Property owner will operate the system in a responsible manner and report any defects to Tri County Septic to be evaluated. Owner's manual may be included and will be available upon request.
10. Property owner will provide true and proper information on house size, property size, number of occupants, etc. for properly sized system. In the event of system failure due to overloading, abuse, or not following proper usage guidelines of the septic system, property owner will assume all responsibility.
11. Two (2) year Inspection Agreement included with installation and payment. Access to the entire system needs to be accessible to inspector at all times.
12. Two (2) year Manufacturer's warranty on parts included with installation and payment. Warranty violations include shutting off electric current to the system for more than 24 hours, disconnecting the alarm system, restricting ventilation to the aerator, overloading the system above capacity, introducing excessive amounts of harmful matter into the system, or any other form of abuse.
13. Upon sale of the property, new owner should contact Tri County Septic with ownership change information to be provided to the county records office.
14. All materials installed during the contract will remain the property of Tri County Septic until full compensation for materials and labor has been received. Labor rates of \$85 per hour will be in effect to re-install any removed materials.

This policy becomes effective when signed by the Property Owner or their agent and accepted by Tri County Septic. Tri County Septic may terminate this contract for any reason at any time. I agree that all information provided to Tri County Septic is true and I agree with all terms and conditions. All payment is due in full prior to beginning excavation and installation. Check or Cash preferred. A 5% handling fee for credit will be applied. **A cancellation fee of \$250, plus any expenses Tri County Septic has incurred for permits and design will be applied.**

Property Owner or Agent signature: _____ Date: _____

_____ Date: _____
Jack Self, Tri County Septic | License #MP0001892/OS0033020