

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

Single Family Residence \_\_\_\_\_ Commercial/Institutional Facility \_\_\_\_\_

Name of Owner \_\_\_\_\_ Name of Owner \_\_\_\_\_

Name of Company \_\_\_\_\_

Property Address \_\_\_\_\_ City/ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/ Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Submit the following to request an OSSF Permit**

1. A signed statement from Dallas County Public Works Department, (214) 653-7151 or City Official verifying that the property is not in the 100 year flood prone/plain area. All buildings and the OSSF must be up out of the flood plain.
2. Site Evaluation Report which must be performed by a T.C.E.Q. Licensed Site Evaluator.
3. Copy of property plat or survey.
4. 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 drain field design should be submitted, along with any other valid design proposed by the designer.
  - a. **ET Drain Field 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 drain field's wastewater disposal limits. A copy of the affidavit must be submitted along with the other planning materials for obtaining a permit.
  - b. **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 500 Elm St. #2100 Dallas, TX 75202 (214)653-7131

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Fee –submit payment to: DALLAS COUNTY \$260.00 Residence  
\$310.00 Commercial

**NOTE:** 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; exact amount, check (personal, cashier's, company), or money order.

5. 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 30 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. \_\_\_\_\_ Track No. \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Travel Directions (if needed) \_\_\_\_\_

MAPSCO # \_\_\_\_\_

**RESIDENCE:**

Number of Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Living area square ft. \_\_\_\_\_

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 \_\_\_\_\_ Distance of water line serving house to OSSF \_\_\_\_\_

Is structure serviced by water well? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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) 819-2112.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date