

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. **Any potential OSSF site within the 100-year floodplain and/or regulated floodway shall be designed by a professional engineer.**
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

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surface application system is to be installed. *Records Bldg 500 Elm St. #2100 Dallas, TX 75202 (214)653-7131

5. Fee –submit payment to: Dallas County Health and Human Services
\$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.

6. 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

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