



VAN ZANDT COUNTY, TEXAS

OSSF Application

How to obtain a Van Zandt County permit for an On-Site Sewage Facility (OSSF)

Minimum lot size: **One (1) acre usable property.**

- Contact Van Zandt County Fire Marshal's Office concerning lots that do not meet the above criteria.
- Irregular and/or Undersized Lots, Substantial variances to the "Construction Standards", Unconventional design, or innovative systems you must submit Appropriate supporting documents.

Obtain an **Application** and all related documents from the Van Zandt County Web-site, under other offices, Van Zandt County Fire Marshal Office, OSSF, Regulations and Forms. (www.vanzandtcounty.org)

Have a Site Evaluation (site and soil classification) performed by a Site Evaluator, Registered Sanitarian or Professional Engineer.

- Submit the fee and one (1) original copy (in property owner's name) of each of the following:
 - Application
 - Site Evaluation Results
 - Technical Information Sheet
 - Complete Design of System
 - Acknowledgement of OSSF Maintenance and Management Practices of water conservation measures along with
 - Additional and/or Supporting documents
 - Affidavit
 - Warranty Deed showing Ownership of Property

Application and Plans will be reviewed by the Designated Representative at the VZC Fire Marshal's office

Upon approval, Authorization will be issued to begin construction

A Final Inspection of the installation is required before covering of the system. Contact this office at least five (5) working days in advance to arrange an inspection

After a successful inspection, a Notice of Approval will be issued to the owner.

FEES:	
Single Family Dwelling	\$ 400.00
Commercial Business	\$ 650.00
Re-Inspection (New Construction)	\$ 200.00
Yearly Maintenance Contract	\$ 30.00



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SUBMISSION REQUIREMENTS FOR ON-SITE SEWAGE FACILITIES (OSSF) SEEKING AUTHORIZATION FOR SURFACE APPLICATION

This is the Van Zandt County Fire Marshal's Office policy on surface application system. The following documents and related fees must be submitted to our office **prior** to the **review** for approval of the proposed system:

- A properly **scaled and signed** (original signature) plan must be submitted by a **Registered Sanitarian or Registered Professional Engineer** and must include installation details of the aerobic unit, technical features of filters, alarms to be used with the specific system, chlorinating system, application pump and piping.
- Provide **calculations** on the emergency storage volume, pump sizing and application pipe head loss
- Provide a **description** of ground cover of the **application area**
- Provide the average **daily waste flow, application area required, and actual area utilized**
- A complete, signed, and notarized Affidavit to the Public must be filled in the County Cler's office. A copy must be submitted to our office.
- A check or money order **must** accompany the application payable to Van Zandt County Clerk.
- A copy of a two-year system maintenance contract with a valid OSSF maintenance company **must** be provided to our office.
- Any request for variance **must** demonstrate that the variance has been requested because conditions are such that the equivalent protection of the public health and the environment can be provided by alternate means. Any request for a variance **must** contain planning materials prepared and sealed by either a **Registered Sanitarian or a Registered Professional Engineer**.

If you have any questions or if we can be of further assistance, please contact this office.



VAN ZANDT COUNTY, TEXAS

OSSF Application

Permit Number / SAFE ID

Date

**PLEASE NOTE: ALL INFORMATION MUST BE PROVIDED
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBMISSION**

Type of Permit: Commercial Residential Add-On
 Aerobic (New / Redo) Conv. (New / Redo) Other (specify):

APPLICANT INFORMATION

Property Owner: Last _____ First _____ MI ____ DL/ID: _____ State _____

Spouse/Co-Owner: Last _____ First _____ MI ____ DL/ID: _____ State _____

Phone: _____ Email Address: _____

Mailing Address: _____ City, State _____ Zip: _____

Site Address: _____ City: _____ Precinct: _____

Acreage _____ Lot _____, Block _____, Subdivision _____, Unit # _____

Survey Name: _____ Abstract: _____, Deed Volume: _____ Page: _____ Tract: _____

Section: _____ GEO Number: _____ Property ID: _____

Water Usage Rate "Q Value" (gallons per day): _____ Water Saving Devices: YES NO

Source of Water: Private Well Public Water Supply – Name: _____

Single Family Residence: Number of Bedrooms _____ Square Footage Living Area _____

Commercial/Institutional/Multi-Family: Type: _____

Name of Business or Institution: _____

No. of Employees/Occupants/Units: _____ Days Occupied Per Week: _____ Square Foot: _____

Site Evaluator: _____ TCEQ License # Exp Date & Type: _____

Designer: _____ TCEQ License # Exp Date & Type: _____

Address: _____ Telephone: _____

Installer: _____ TCEQ License # Exp Date & Type: _____

Address: _____ Telephone: _____

Installer Email: _____

Page 1 of 2 (Soil & Site Evaluation)

Site Location: _____ Date Performed: _____

Proposed Excavation Depth: _____

REQUIREMENTS:

At least two soil excavations must be performed on the site, at opposite ends of the proposed disposal area. Locations of soil borings or dug pits must be shown on the site drawing. For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed disposal field excavation depth. For surface disposal, the surface horizon must be evaluated.

Describe each soil horizon and identify any restrictive features on this form. Indicate depths where features appear.

Soil Boring Number:					
Depth (Feet)	Texture Class	Gravel Analysis (If Applicable)	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
1 FT					
2 FT					
3 FT					
4FT					
SFT					

Soil Boring Number:					
Depth (Feet)	Texture Class	Gravel Analysis (If Applicable)	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
1 FT					
2FT					
3 FT					
4FT					
SFT					

FEATURES OF SITE AREA

Presence of 100-year flood zone	YES/NO
Presence of upper water shed	YES/NO
Presence of adjacent ponds, stream, water impoundments	YES/NO
Existing or proposed water well in nearby area (within 150 feet)	YES/NO
Ground Slope _____%	

I certify that the findings of this rep01i are based on my field observations and are accurate to the best of my ability.

 (Signature of person performing evaluation)
 Form# PA3/2-2004-Revised-Final

 Date

 Registration Number / Type

Page 2 of 2 (Soil & Site Evaluation)

Site Location: _____

Surface Disposal _____

Subsurface Disposal _____

Schematic of Lot or Tract

Show: Compass North, adjacent streets, property lines, property dimensions, location of buildings, easements, swimming pools, water lines, and any other structures where known.

Location of existing or proposed water wells within 150 feet of the property.

Indicate slope or provide contour lines from the structure to the farthest location of the proposed disposal field.

Location of soil boring or excavation pits (show location with respect to a known reference point.)

Location of natural, constructed, or proposed drainage ways (ditches, streams, ponds, lakes, rivers, etc.), water impoundment areas, cut or fill bank, sharp slopes and breaks.

Lot Size: _____ or Acreage: _____

SITE DRAWING





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I, (Print Name) _____, the undersigned applicant certifies that **ALL** information is supplied and is true and correct to the best of my knowledge and no incorrect information was provided for purposes of obtaining a permit to construct an on-site sewage facility and applicant either owns and/or has authority to construct an on-site sewage facility on this property. Permission is hereby granted to a Designated Representative of the licensing authority, Van Zandt Public Works Department, to enter said property for purposes of inspection, to determine compliance with applicable laws, standards, rules, and regulations.

X _____

Owner signature

Date

(ATC) AUTHORIZATION TO CONSTRUCT GRANTED BY: _____

LICENSE NO: _____ DATE: _____

A copy of this application with Approval Signature on the ATC line by the Designated Representative shall serve as "**Authorization to Construct**" based on planning materials reviewed by this date.

(AO) INSPECTED AND APPROVAL TO OPERATE GRANTED BY: _____

LICENSE NO: _____ DATE: _____

A copy of this application with Approval Signature on the AO line by the Designated Representative shall serve as "**Notice of Approval to Operate**" based on the Final System Inspection, to include any approved changes or modifications made after release of Authorization to Construct.

SUBMIT APPLICATIONS and Fee to:

Van Zandt County Fire Marshal's Office
24634 State Highway 64
Canton, TX 75103



VAN ZANDT COUNTY, TEXAS

OSSF Application

ON-SITE WASTEWATER SYSTEM CHECKLIST FOR DESIGNED SYSTEM

OWNER'S NAME: _____

Site Address: _____

The following information must be included with the design package for review by the Van Zandt County Fire Marshal's Office. Failure to include or address ALL the following items may result in approval delays.

- Plans and Report must bear a Signed and Dated Seal of the responsible Registered Sanitarian or Registered Professional Engineer. The address and telephone number of this person must also be included in the submittal.
- A report must be included in the submittal containing the following information:
 - Basis of design
 - Soil and Site Evaluation
 - System flow and sizing calculations
 - Material specifications
 - Size and model number of approved aerobic system (if used)
 - Warranty Deed
 - Affidavit
- Construction Drawings must include the following information and cannot be hand drawn:
 - A scaled, legible site plan with boundary description
 - The location of ALL buildings (existing or proposed) on the site plan
 - The location of the wastewater treatment units and disposal area
 - Setback Distances and Water Wells must be identified and located on the site plan
 - Easements and Bodies of Water (lakes, streams, creeks, ditches, ponds, etc...) must be identified
 - Installation details such as septic tank configuration, layouts, cross-sections of drain fields and disposal beds, irrigation systems and pump station including piping and controls.

Signature of Designer

Address: _____ City: _____ Zip: _____

Telephone Number: _____ Email: _____



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AGENT INFORMATION

Date

COMPLETE THIS PAGE ONLY IF THE APPLICANT IS ACTING AS AN AGENT FOR THE OWNER

OWNER IDENTIFICATION

Owner(s) Name: _____

AGENT IDENTIFICATION

Agent Name: _____ Title: _____

Physical Address: _____ City, State: _____ Zip: _____

Mailing Address: _____ City, State: _____ Zip: _____

Phone: _____ Email: _____

DOB: _____ DL/ID# _____ State: _____ Exp: _____

The undersigned applicant further certifies that if they are acting as an agent for an entity identified above, specifically:
(Initial at least one that applies)

- _____ A partner (if the Owner is a partnership);
- _____ An Officer of the corporation, association, Limited Liability Company, nonprofit corporation listed above; or
- _____ An agent of the above entity, and by my duties in my above listed title I have such responsibility that have the authority to represent the policy and direction of the entity in this matter.

IF NONE OF THE ABOVE APPLY THEN YOU ARE NOT THE AGENT THAT SHOULD BE COMPLETING THIS APPLICATION. THIS APPLICATION MUST BE COMPLETE BY A PERSON WITH SUFFICIENT AUTHORITY LISTED ABOVE.

X _____
Agent Signature Date

SUBMIT APPLICATIONS and Fee to:

Van Zandt County Fire Marshal's Office
24634 State Highway 64
Canton, TX 75103



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PERMITTING REQUIREMENTS HEALTH AND SAFETY CODE – CAPTER 366

Sec. 366.004 Compliance Required

A person may not construct, alter, repair or extend, or cause to be constructed, altered, repaired or extend an on-site sewage disposal system that does not comply with this chapter and applicable rules.

Sec. 366.051 Permit

(a) A person must hold a permit and an approved plan to construct, alter, repair, extend or operate an on-site sewage disposal system.

Sec. 366.054 Notice from Installer

An installer may not begin construction, alteration, repair, or extension of an on-site sewage disposal system unless the installer notifies the commission or authorized agent of the date on which the installer plans to begin work on the system.

Sec. 366.055 Inspection

(b) An on-site sewage disposal system may not be used unless it is inspected and approved by the commission or authorized agent.

Sec 366.056 Approval of On-Site Sewage Disposal System

(c) If a system is not approved under this section, the on-site sewage disposal system may not be used until all deficiencies are corrected and the system is Re-inspected and Approved by the commission or authorized agent.

Sec. 366.057 Permit Issuance

(b) A permit and approved plan to construct, alter, repair, extend, or operate an on-site sewage disposal system **must** be issued in the name of the person who owns the system and must identify the specific property location or address for the specific construction, alteration extension, repair, or operation proposed by the person.

If you have any questions about the above requirements of the **Health and Safety Code**, please contact this office either by phone or email.



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This is to certify that the installer that is installing my On-Site Sewage Facility has complied with Provisions of 30 TAC, Chapter 285, Section 285.39 titled OSSF Maintenance and Management Practices that states:

- (a) *“An installer shall provide the owner of an on-site sewage facility (OSSF) with information regarding maintenance and management practices and water conservation measures related to the OSSF installed, repaired, or maintained by the installer.”*
- (b) *“Owners shall have the treatment tank pumped on a regular basis in order to prevent sludge accumulation from spilling over to the next tank or the outlet device. Owners of treatment tanks shall engage only persons registered with the executive director to transport the treatment tank contents.”*
- (c) *“Owners shall not allow driveways, storage building, or other structures to be constructed over the treatment or disposal system.”*

THE INFORMATION ABOVE HAS BEEN PROVIDED TO ME ACCORDING TO SECTION 285.39(N)-(2)

(Signature of System Owner)



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ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION
FOR PERMIT

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL
UNAUTHORIZED CONSTRUCTION CAN RESULT IN PENTALTIES**

Property Owner's Name _____

New House w/New System w/ Replace System w/Upgrade System

Professional design required: Yes No (If yes, professional design attached: Yes No)

I. SEWER (House Drain)

Type and Size of Pipe _____ Slope of Sewer Pipe to Tank _____

II. DAILY WASTEWATER USAGE RATE: Q = _____ (Gallons per day)

Water Saving Devices: Yes No

III. TREATMENT UNIT: SEPTIC TANKS ___ AEROBIC UNIT ___ OTHER

Tank Dimensions _____ Liquid Depth (bottom of tank to outlet) _____

Size Required _____ (gallons) Size Proposed _____ (gallons)

Manufacture _____ Model # _____ Distributor _____

Type of tank material _____ Pretreatment tank required: Yes No

Aerator Model _____ Serial # _____

IV. DISPOSAL SYSTEM

Type: ___ Conventional ___ Panels ___ Surface Application ___ Drip ___ Gravel-less Pipe
___ E-Z Lay ___ LPD

Area Required: _____ Area Proposed: _____

V. ADDITIONAL INFORMATION

NOTE: THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETE

Site Evaluation
Planning Materials
Design

THE ATTACHED CHECKLIST DETAILS THOSE ITEMS THAT MUST BE ADDRESS UNDER
EACHY OF THESE CATEGORIES

Designer's Signature

Registration Number

Date

Fire Marshal's Office 24634 State Highway 64 Canton, Texas 75103 (903) 567-6026
Email: firemarshal@vanzandtcounty.org

AFFIDAVIT

THE COUNTY OF VAN ZANDT STATE OF TEXAS
CERTIFICATION OF ON-SITE SEWAGE FACILITIES REQUIRING MAINTENANCE

According to the Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Official Public records of Van Zandt County, Texas.

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), 5.012 and 5.013, gives the TCEQ 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 TCEQ, 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, TCEQ requires an Official Public Record recording. Additionally, the owner must provide proof of the recording to the local OSSF permitting authority. This document *is* not a representation or warranty by the TCEQ or the local permitting authority of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ or the local permitting authority that the appropriate OSSF was installed.

Before me, the undersigned authority, on this day personally appeared (landowner's printed name): who after being by me duly sworn, upon oath states that he/she is the owner/owner's agent of record of that certain tract, lot, or parcel of land lying and being situated in Van Zandt County Texas, and being more particularly described as follows:

Abstract # _____, Survey Name _____ Acreage _____
Land Records Reference, Volume _____ Page _____ GOE # _____
LOT _____ BLOCK _____ SUBDIVISION _____ UNIT # _____
911 ADDRESS _____

OR Attach Metes and Bounds Property Description

An OSSF requiring inspections and maintenance according to 30 Texas Administrative Code 285.91(12) is proposed to be installed on this property. This OSSF must be inspected once every four months. Inspection and maintenance on this OSSF must be done in accordance with THSC 366.0515 and TAC 285. At least thirty days before an existing inspection contract expires, the property owner must submit a renewal contract (or equivalent compliance documentation per TAC 285) to the local permitting authority. The owner will, upon sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner and a new, signed maintenance contract (or equivalent compliance documentation per TAC 285) must be submitted to the permitting authority within 30 days after the property has been transferred. Neither the maintenance company nor the owner may alter the OSSF in any way without prior approval of the permitting authority.

For more information about rules and regulations for surface application on-site wastewater treatment systems, please contact the Texas Commission on Environmental Quality, Region 5, Tyler, Texas.

WITNESS MY HAND ON THIS _____ day of _____, 20____

Owner's Signature _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the ____ day of _____,
20____

(Owner's Printed Name) _____

(Notary Public, State of Texas)
(Signature and Seal)

Van Zandt County Fire Marshal

RENEWAL SERVICE POLIC FOR AN ON-SITE SEWAGE FACILITY TREATMENT SYSTEM

Purchaser/Property Owner: _____ Permit # _____
(Print Name)

I, _____, agree to provide a **RENEWAL** service contract to the above-named property owner as part of the On-Site Sewage Facility (OSSF). This contract shall provide the following:

1. An inspection/service call, AT LEAST ONCE EVERY FOUR (4) MONTHS, which will include the inspection, adjustment and servicing of all mechanical and electrical component parts, filters, chlorinator, distribution system, and spray application field, to insure their proper operation
2. An effluent quality inspection consisting of a visual check for color, turbidity, scum, and overflow, an examination for odors and a CHLORINE RESIDUAL TEST
3. _____ is responsible for keeping the proper type of chlorine tablets in the chlorinator at all times
(Print)
4. Problem/complaint calls from the property owner shall be responded to within 48 hours of notification to this maintenance company
5. The CERTIFIED REPRESENTATIVE for servicing, testing, and reporting on this system is:

_____, Certification # _____
(Print)

THE PROPERTY OWNER IS RESPONSIBLE FOR HAVING A MAINTENANCE CONTRACT IN EFFECT AT ALL TIMES.

At the end of this renewal contract, a continuing service contract, with terms comparable to this contract, may be purchased from any certified person/company.

This service contract does not cover the cost of service calls, labor or materials which are required due to “misuse or abuse” or the system, failure to maintain electrical power to the system, sewage flows exceeding the estimated hydraulic load or organic design capability, the disposal of non-biodegradable materials, chemicals, solvents, grease, oil, paint, etc., or of any usage contrary to the requirements listed in the owner’s manual or as advised by the authorized service representative.

Additional services, replacement of out-of-warranty parts, waste removal from the system “wasting or tank pumping” and other services offered by the installer/representative can be performed for an additional charge by written request.

Purchaser/Property Owner: _____ Date: _____
(Signature)

Installer/Service Representative: _____
(Signature) (Certification ID)

Date of Approval: _____ Date Contract Expires: _____