

WISE COUNTY

DEPARTMENT OF PUBLIC WORKS

P.O. Box 899
DECATUR, TEXAS 76234
(940) 627-9332 OR 940-627-6655
FAX (940) 627-6171

HOW TO OBTAIN A WISE COUNTY OSSF PERMIT

DO NOT START OSSF CONSTRUCTION WITHOUT THE PROPER PAPERWORK

MINIMUM LOT SIZE IS 1 ACRE WITH PUBLIC WATER

OR 2 ACRES WITH A PRIVATE WELL PER SINGLE FAMILY RESIDENCE

Texas information www.tceq.state.tx.us

County information/forms www.co.wise.tx.us

*****UPDATED MARCH 5, 2009*****

SUBMIT TO WISE COUNTY PUBLIC WORKS:

1. **SITE EVALUATION** FROM PE OR COSE PER 30 TAC 285.30(b)
2. **DESIGN** FOR STANDARD SYSTEM-TO SCALE BY OWNER, SE, OR INSTALLER PER 30 TAC 285.5(a)
3. COMPLETED **APPLICATION** SIGNED BY HOMEOWNER PER 30 TAC 285.3(A)
4. FLOODPLAIN INFORMATION PER 30 TAC 285.4(C)
5. PREVIOUS OWNERS NAME, ADDRESS, PHONE, AND RELATIONSHIP TO HOMEOWNER
6. IF PROPERTY IS IN CITY LIMITS OR ETJ, NEED PROOF FROM CITY THAT ALL REQUIREMENTS HAVE BEEN MET
7. EFFECTIVE OCTOBER 1, 2004, FEE IS \$10 NON-PROFITS, **\$560** PERMITS REQUIRING MAINTENANCE CONTRACTS, TESTING, OR REPORTING, AND **\$360** FOR ALL OTHER PERMITS
 - Effective March 5, 2009: ALTER, EXTEND, REPLACE, OR REPAIR ON EXISTING PERMIT-1/2 OF THE CURRENT PERMIT FEE
 - 30 TAC 285.21(d) REINSPECTION FEES ON NEW SYSTEM INSTALLATIONS, 1/2 OF THE ORIGINAL PERMIT FEE
8. COPY OF **LEGAL DESCRIPTION** OR SURVEY AND DEED RESTRICTIONS OR PLAT PER 30 TAC 285.5(a)
 - IF PROPERTY WAS DIVIDED AFTER 2/3/1997 AND BEFORE 5/15/2000, NEED DEVELOPMENT PLANS PER 30 TAC 285.4(c)
 - AS OF 2/3/1997, IF THERE IS MORE THAN ONE SINGLE FAMILY RESIDENCE ON PROPERTY WE NEED DEVELOPMENT PLANS
 - IF PROPERTY WAS DIVIDED AFTER 5/15/2000:
 - ALL LOTS ARE 10.01 ACRES OR BIGGER, NEED DEVELOPMENT PLANS
 - ANY OF THE LOTS ARE 10 ACRES OR LESS, CONTACT Kimley-Horn & Associates (Jeni Tatum) about Platting Rules and Regulations at 817-335-6511
9. COPY OF THE **DEVELOPMENT PERMIT APPLICATION**

DEVELOPMENT PLANS =FLOODPLAIN MAP, USGS TOPO MAP, TOPO MAP WITH DRAINAGE SHOWN

PERMITTING PROCESS:

AFTER APPROVAL, AN AUTHORIZATION TO CONSTRUCT WILL BE ISSUED. IF THE APPLICATION FOR PERMIT IS DENIED, THE HOMEOWNER WILL BE NOTIFIED WITHIN 10 DAYS IN WRITING PER 30 TAC 285.3(c). IF SOMEONE OTHER THAN THE PERSON LIVING IN THE HOUSE DOES THE SEPTIC INSTALLATION, THEY MUST HAVE A VALID TEXAS INSTALLER LICENSE PER 30 TAC 258.50(c) AND 30 TAC 30.244(a). NOTIFY PUBLIC WORKS PRIOR TO BEGINNING CONSTRUCTION PER 30 TAC 285.61(5). CALL FOR AN INSPECTION 5 WORKING DAYS BEFORE FINAL INSPECTION AND COVERING UP THE SYSTEM PER 30 TAC 285.3(d)(2). AFTER THE FINAL INSPECTION, THE LICENSE TO OPERATE WILL BE ISSUED WITHIN 7 WORKING DAYS PER 30 TAC 285.3(e)(1).

PER 30 TAC 285.3(d)(1) PERMIT EXPIRES 1 YEAR FROM DATE OF PAYMENT