

## FAQ PAGE

**Frequently Asked Questions** regarding submittal of the Kerr County Application for OSSF Development Permit.

**Q. Where do I get application information to get my septic system installed?**

- A. An application package is available from your local permitting authority. The application package includes a Selecting & Permitting brochure which explains the permitting process per the Texas Commission on Environmental Quality.

The application form is also available on-line at [co.kerr.tx.us/envhealth](http://co.kerr.tx.us/envhealth) along with an Affidavit to the Public form. The Affidavit to the Public is submitted with your application when an aerobic septic system will be installed on your property.

**Q. I need help! The application for OSSF development permit looks very intimidating. I am not sure I can fill it out correctly.**

- A. We try to make the process of applying for an OSSF development permit as easy and expedient as we can for the property owner. We welcome your call regarding questions and issues on your new septic system installation. Our staff is trained to address all your concerns. We also provide expert help with filling out your application form and a notary public to notarize your signature on the second page of the application and on the Affidavit to the Public, if required.

**Q. What are my responsibilities when I have filed an application for an OSSF development permit? Does my designer or my installer take care of everything? What am I to expect once my system is installed?**

- A. As the property owner, you are responsible for seeing that your septic system has passed the final inspection and has been approved for use by the permitting authority. The permitting authority will issue the final document, i.e.: Permit to Operate, after reviewing the final documents provided, if required, by the installer. It is your responsibility as a property owner to see that you receive this document making your septic system installation a legal installation. Contact the permitting authority **within 7 days** of complete installation of your system if you have not received the Permit to Operate. *Title 30, Texas Administrative Code, Chapter 285.3(a) Permit Required. A person shall hold a permit for an OSSF unless the OSSF meets one of the exceptions in subsection (f) of the section.*

**Q. Where do I find Rules & Regulations for On-site Sewage Facilities?**

- A. A link to the Texas Commission on Environmental Quality, Title 30, Texas Administrative Code, Chapter 285, is available on-line for your convenience. A copy of the Rules & Regulations is available at the permitting office for a fee of \$5.00.

**Q. My property is 10 acres or more. Do I have to apply for a permit?**

A. Title 30, Texas Administrative Code, Chapter 285.3(2) states that “No planning materials, permit, or inspection are required for an OSSF for a *single family dwelling* (italics ours) located on a tract of land that is ten acres or larger and:

- (A) the OSSF is not causing a nuisance or polluting groundwater;
- (B) all parts of the OSSF are at least 100 feet from the property line;
- (C) the effluent is disposed of on the property; and
- (D) the single family dwelling is the *only dwelling* (italics ours) located on that tract of land.

**Q. Do I still need to contact a professional?**

A. **Yes.** Your septic system should still be installed according to minimum State standards. A site evaluation should be performed by a site evaluator or a professional engineer per Title 30, Texas Administrative Code, Chapter 285.30. (a) which states: “To document the soil and site conditions, a complete Site evaluation shall be performed by either a site evaluator or a professional engineer on every tract of land where an OSSF will be installed.”

**Q. How long does my application for OSSF development permit remain active?**

A. The application for OSSF development permit remains active for **one year** after the date of application. Once the Authorization to Construct has been issued within this one year time frame, the authorization is good for an additional year.

**Q. I don’t know what kind of information I need to provide with my application. What do I need to bring with me when I am ready to apply for the OSSF development permit?**

A. If you recently purchased the property, bring a copy of the Contract for Deed, or Warranty Deed, etc. for proof of ownership. Legal information for your property is also available on the Kerr Central Appraisal District website; or you may bring a copy of your tax receipt which provides you with your **R#**, (KCAD’s system of tracking property for taxing purposes). A copy of the plat for your property is also required and is available from the county clerk’s office.

**Q. What about flood plain issues? Who can tell me what this means if I need a septic system installed in the flood plain?**

A. Contact the Kerr County Road & Bridge Department if flood plain issues need to be address before the installation of your septic system.

**Q. I want to have my property subdivided? Who do I need to contact to help me figure out what to do?**

A. Please contact the Kerr County Road & Bridge Department at (830) 257-2993 for issues regarding subdividing of your property. Information is also available on-line at: <http://www.co.kerr.tx.us/>

**Q. My neighbor’s septic system smells. I want to complain so something can be done. Where do I call to file a formal complaint?**

A. To file a formal complaint, call your local permitting authority at 830-896-9020.

**Q. I have a complaint against my installer/ designer/ maintenance provider. Where do I call to file a formal complaint?**

A. To file a formal complaint against an on-site sewage professional, please call your local permitting authority at 830-896-9020. A complaint package is also available in our office to file a complaint with the Texas Commission on Environmental Health. (TCEQ) [www.state.tx.us/index.html](http://www.state.tx.us/index.html).

**Q. I don't see my question(s) or concern(s) addressed here, where do I call to ask about a specific question?**

A. Please call your local permitting authority at 830-896-9020 for any other questions regarding septic systems, septic records, or information for your own permitted septic system. Our office can provide a copy of the drawing for your permitted system from our files for a small fee. Please allow 24 hours for your request to be processed.

Our office will be glad to answer any other questions you may have or that have not been addressed on this page. Please call our office at 830-896-9020.