

**FANNIN COUNTY ENVIRONMENTAL DEVELOPMENT**

1203 E. SAM RAYBURN DR, BONHAM, TX 75418

Office (903) 583-7495

Fax (903) 583-9281

E-mail [lhuffman@fanninco.net](mailto:lhuffman@fanninco.net)

**HOW TO OBTAIN A SEPTIC SYSTEM PERMIT FOR AN ON-SITE SEWAGE FACILITY (OSSF)**

**Minimum** lot size: **1 acre** or any lot platted after January 26, 2009. Other Subdivision Regulations may apply.

**Irregular** and/or **undersized lots**, substantial **variances** to the "**Construction Standards**", unconventional design, or innovative systems you must submit **Appropriate** supporting documents.

**\*\*MUST HAVE A 911 ADDRESS ALREADY ASSIGNED\*\***

- ❑ Obtain an **Application** and related documents from Fannin County Environmental Development office or download them from the Fannin County website. [www.co.fannin.tx.us](http://www.co.fannin.tx.us)
- ❑ Have a **Site Evaluation** (site/soil classification) performed by a **Site Evaluator**, **Registered Sanitarian** or **Professional Engineer**, which must include calculations on emergency storage volume, tank sizing, pump sizing, daily waste flow, area required, actual area utilized, installation details of the unit, technical features of filters and alarms, chlorinating system, piping and type of ground cover. Any request for a **VARIANCE** must demonstrate that it was requested because conditions are such that the equivalent protection of public health and environment can be provided by alternate means.
- ❑ Submit the **PERMIT FEE** and the original (in property owner's name) of each of the following: **Application**, **Site Evaluation Results**, **Technical Information Sheet**, **Complete Design of System** and **Acknowledgement of OSSF Maintenance and Management Practices** of water conservation measures along with **A COPY OF YOUR WARRANTY DEED** and any additional or supporting documents to Fannin County Environmental Development office for review. Call this office for policy regarding repairs and Permitting.
- ❑ **Application** and **required documents**, **MUST** be reviewed by FCHD-Septic Permits **prior to a PERMIT BEING ISSUED**.
- ❑ Upon approval, **AUTHORIZATION TO CONSTRUCT** (ATC) will be completed and a **PERMIT** will be **issued at that time**. You must contact this office prior to beginning construction for confirmation that the **PERMIT** has been issued and that there are no additional **REQUIREMENTS**. You may request that the **PERMIT & ATC** be faxed to you or you may pick them up at the office.
- ❑ Begin construction only after confirming with this office that the **PERMIT** has been issued\*. An **Inspection** of the installation is required **before** covering of the system. Contact our office at least **1 (One) Working Day** in advance to arrange an inspection.
- ❑ After a successful inspection, an **Authorization To Operate** will be issued to the owner.

|              |                              |           |  |
|--------------|------------------------------|-----------|--|
| <b>FEES:</b> | New installation Permit      | \$ 225.00 |  |
|              | Inspection/Re-inspection Fee | \$ 100.00 |  |
|              | Repair Permit                | \$ 110.00 | State Law requires Site/Soil/Design/Planning Materials Report  |
|              | Administrative Fee           | \$ 20.00  | Pertains to Aerobic Treatment Unit Septic Systems which are required to have an on going maintenance/service contract on file at all times at the Fannin County Environmental Development office. All renewal contracts must be in this office 30 days before the existing contract expires. |

**\*\*\*\*\*ALL SEPTIC SYSTEM INSTALLATIONS MUST BE DONE BY AN INSTALLER WITH THE CORRECT LEVEL OF LICENSING FOR THE TYPE OF SEPTIC SYSTEM REQUIRED BY THE SITE EVALUATION REPORT \*\*\*\*\***

**AEROBIC TREATMENT UNIT** septic systems must have a completed, signed and notarized **AFFIDAVIT OF CERTIFICATION OF OSSF REQUIRING MAINTENANCE (Affidavit)** document recorded in the County Clerk's office and a copy of the recorded Affidavit submitted to this office. New installation, a two year warranty contract is provided by the installer.

**Thirty days before the warranty contract and all renewal service contracts expire, a new service contract must be on file in this office. There must always be an ongoing, current contract on the aerobic system.**

**Rev. 10/12**