



**TARRANT COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH**

5001 N. RIVERSIDE DR., STE. 105 • FORT WORTH, TX • 76137
817-248-6299

FOR OFFICE USE ONLY

System #
Received
Receipt #
Check # or Cash
Affidavit ☐

NON-RESIDENTIAL On-Site Sewage Facility Application

This application is valid for one year from the date the fees are received.

New ☐ Repair/Remodel ☐ Other ☐ _____ MAPSCO # _____

Site Address _____

Inside the City limits of _____ or Unincorporated area ☐

Site Description: Size of property - # of acres _____ or square feet _____

Subdivision name _____ Lot # _____ Block # _____ Phase _____

OR Survey _____ Tract _____ Abstract _____

Property Owner's Name _____

Mailing Address _____ City _____ State _____ Zip _____

E-mail Address _____ Telephone # _____

System Use: Type of Activity (*office, church, manufacturing, etc.*) _____

Will any wastewater come from manufacturing or industry processes? no ☐ yes ☐

Maximum number of employees (or people using system) per day: _____

Single Day Water Usage: estimated use _____ gpd

maximum use _____ gpd

Water Source: Public Supply ☐ Name _____ Private Well ☐

I understand that a properly designed and constructed sewage disposal facility may malfunction if not maintained or used properly. Due to the many variables involved, a system cannot be guaranteed. The licensing authority shall inspect to confirm the system meets design standards. The property owner is ultimately responsible for assuring the correct operation and maintenance of the system in accordance with the specific requirements of the type of system used. Furthermore, I, the undersigned, hereby grant access to the property, for purposes of inspecting the on-site sewage disposal system, to representatives of the Tarrant County Public Health Department.

Property Owner's Name (printed) _____

Property Owner's Signature _____ Date _____

OSSF Installer _____ Phone _____ Reg. # _____

OSSF Permit Checklist

- | | |
|--|--|
| ☐ Site/Soil Evaluation | ☐ Affidavit to the Public – For ALL new Aerobic OSSFs.
Must be filled out, notarized and filed with the county clerk's office. |
| ☐ Technical Report (if aerobic) | |
| ☐ System Design | ☐ Water Well Log (if applicable) |
| ☐ Initial 2-Year maintenance Contract –
Required for ALL new aerobic OSSFs | ☐ City of Fort Worth Platting Waiver Letter (if applicable) |

NOTE: Submission of the listed materials does not guarantee an authorization to construct (ATC). Applications will need to be reviewed prior to approval. Additional documents may be requested during the review process.

**THE COUNTY OF TARRANT
STATE OF TEXAS**

AFFIDAVIT

According to Texas Commission on Environmental Quality Rules for On-Site Sewage (OSSFs) Facilities, this document is filed in the Deed Records of Tarrant County, Texas.

I

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

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code §285.91 (12) will be installed on the property described as (insert legal description):

The property is owned by (insert owner's full name): _____

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system as prescribed by law. Upon sale or transfer of the above-described property, the permit for the OSSF shall be transferred to the buyer or new owner. A copy of the planning materials for the OSSF may be obtained from the Tarrant County Public Health Department.

WITNESSED BY HAND(S) ON THIS _____ DAY OF _____, _____

(Owner(s) Signature(s))

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____, _____

Notary's Signature: _____

Notary Public, State of Texas

Notary's Name Printed: _____

My Commission Expires: _____

The following information is required to process your Tarrant County Residential and Non-Residential On-Site Sewage Facility application:

1. A site evaluation of the proposed disposal field area.
2. A completed application signed by the owner of the property. If the developer/builder still owns it at the time of application, they are the owner and must sign the form.
3. Fees - Two hundred and sixty dollars (\$260.00) which covers application, assessment, plan review, two inspections and state mandated fee.
4. If the property is in the Extra-Territorial Jurisdiction (ETJ) of a city exercising its authority (Fort Worth, Mansfield, Haslet) you must include clearance documentation from the city.*

At this point the information will be reviewed, the site inspected and the minimum system requirements established. If the site is acceptable for a standard septic system you will receive a specification sheet detailing the minimum tank capacity and drainfield size. If the site is unacceptable for a standard system you will be notified of the need to install an alternative system. There are many different types of alternative system and a list of common ones can be provided.

Property Approved for a **Standard System**:

A design must be submitted showing the following:

- a. Property lines and dimension (properties of several acres - just show distance to the closest line).
- b. Proposed location of dwelling (including driveways, decks and other permanent structures).
- c. Proposed location of septic system including tanks and disposal field showing dimensions and setbacks.
- d. Proposed location of well(s), if applicable. (Include wells on adjacent properties if within 100 feet).
- e. The 50- and 100-year flood elevation if present on the property.

A scale drawing is preferred, if not it must be representative and accurate. This drawing may be completed by the proposed installer (this includes homeowners, provided no-one is compensated or any work done on the system).

Property Requiring an **Alternative System**:

Alternative systems must be designed by a Registered Professional Sanitarian or Registered Professional Engineer.

Any alternative system proposing surface discharge, e.g. sprinklers, low pressure emitters, must also have the following documentation: (1) A copy of a service contract that lasts for two years and (2) Proof of filing from the County Clerk for an affidavit indicating that a surface discharge system is on the property. A separate fee for the Tarrant County Clerk is required for filing the affidavit.

All Systems

Upon review of the submitted materials, the plan will either be approved or denied. If denied, the applicant will be notified and the reason given. If approved, the plan will be stamped and initialed. A copy of the stamped design will be given to the installer. The stamped diagram is the permit to construct. **Any installation that is done without a stamped diagram in place will be considered illegal.** Notification for inspections must be made at least 24 hours in advance of requested inspection. Inspections must be performed within five working days of the request. At the time of the inspection, tanks must be set with all connections made, trenched/beds dug and leveled with rock if applicable, distribution piping laid, and backfill material must be on site. Alarms, pumps, filters and other required equipment must be installed to allow resting for proper operation. Electrical hookups must be complete.

If additional inspections are required due to problems with the construction, a fee of \$75.00 is required.

Upon completion of the system inspection(s) a permit to operate issued. There may be conditions associated with the permit to operate and these conditions must be met.

If you are building within a City, you should check with the city staff as to the availability of connection to a central sewer system. If connection is possible then a permit cannot be issue for a new or repaired on-site system.

*If you are unsure if your property is in the Extra-Territorial Jurisdiction (ETJ) of an applicable city, our staff has maps and will gladly assist you.

For further information about ETJ issues, contact the following departments:

Fort Worth - Development - Platting Division 817-392-8027

www.fortworthtexas.gov/departments/development-services/platting

Fort Worth - Water Department 817-392-4477

www.fortworthtexas.gov/departments/water

Mansfield - Planning Department 817-473-9371

Haslet - City Secretary 817-439-5931

**IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE
CONTACT OUR OFFICE BEFORE YOU TAKE ANY ACTION, CALL 817-321-4960.**