

How to obtain an On Site Sewage Facility (OSSF) Permit in Mason County

***Remove and Retain this page prior to returning the application to the Mason County Designated Representative ***

A permit is required for ALL new installations and major repairs of existing OSSF.

- Single Family Residential Fee: \$210.00
- All other type systems: \$410.00 (Commercial, multi-family dwellings, etc.)
- Re-inspection Fee: ½ of Permit Fee

Make all checks payable to Mason County.

ALL FEES ARE NON-REFUNDABLE AND SHALL BE PAID BY PERSONAL CHECK, CASHIERS CHECK, OR MONEY ORDER. NO CASH WILL BE ACCEPTED.

If you have any questions about the permit process, site location, major repairs or installation problems, please contact the Mason County Designated Representative. A few questions before or during the installation of the OSSF can save a lot of headaches.

1. Obtain OSSF Application Forms from the Mason County Designated Representative (DR).
2. Have the appropriate Individual, (usually the Installer), complete all applicable forms.
3. Submit all completed forms along with the appropriate fee to the Mason County DR.
4. The OSSF application and floor/construction plans will be reviewed by the Mason County DR. The floor plan needs to show: (1) the number of bedrooms, (2) the number of restrooms, (3) the square footage, and (4) if there will be a water softener system installed.
5. Upon approval of the application and plans, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issue.
6. Begin construction. An inspection of the installation is required BEFORE covering of the system. Contact the Mason County DR at least 5 working days in advance, to arrange an inspection.
7. After a successful inspection, a Notice of Approval will be issued to the owner within approximately 5 working days.

NOTE: A re-inspection fee equal to ½ of the permit amount, must be paid by the Installer, or the homeowner if the homeowner installs the OSSF themselves, for each time the system must be re-inspected. Also, all fees must be paid before a Notice of Approval will be issued.

**MASON COUNTY
ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT**

APPLICATION NO: _____

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL.
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE
PENALTIES.**

Owner's Name: _____ County: _____

Professional design required? Yes No *If yes, professional design attached:* Yes No

• **SEWER (House drain):**

TYPE AND SIZE OF PIPE: _____ SLOPE OF SEWER PIPE TO TANK: _____

• **DAILY WASTEWATER USAGE RATE: Q= _____ (gallons/day)**

WATER SAVING DEVICES: Yes No

• **TREATMENT UNIT:** Septic Tank Aerobic Unit

TANK DIMENSIONS: _____ LIQUID DEPTH (BOTTOM OF TANK TO OUTLET): _____

SIZE REQUIRED: _____ SIZE PROPOSED: _____

MANUFACTURER: _____ MATERIAL/MODEL #: _____

PRE-TREATMENT TANK: Yes No N/A
SIZE: _____ (gallons)

IF OTHER: (Please attach description)

• **DISPOSAL SYSTEM:**

TYPE: _____

AREA REQUIRED: _____ AREA PROPOSED: _____

• **ADDITIONAL INFORMATION:**

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

1. SOIL/SITE EVALUATION
2. PLANNING MATERIALS

The attached checklist details those items that must be addressed under each of these categories.

Designer's Signature

License No.

Date

**MASON COUNTY AUTHORIZED AGENT PROGRAM
SITE EVALUATION AND PLANNING MATERIALS FOR AN ON-SITE SEWAGE FACILITY**

The following information must be submitted with the OSSF application package for review by the Mason County Permitting Authority.

Failure to include or address all of the following items may result in approval delays.

Application No. _____

Applicant's Site Information		Site Evaluator Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		License No.	

ADDITIONAL INFORMATION: _____

SITE EVALUATION: A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

PLANNING MATERIALS: The proposed treatment and disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

- A scale drawing of the on-site sewage facility, showing all structures served.
- Any documents prepared by a professional engineer or professional registered sanitarian must be sealed, dated, and signed.
- Proposed designs must comply with all separation distances identified in 30 TAC 285.91 (10) Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.

Soil Boring/Backhoe Pit Number #1						
Depth (Feet)	Soil Class 285.30(b)(1)(A)(i-v)	Gravel Analysis 285.30(b)(1)(B)	Restrictive Horizon 285.30(b)(1)(C)(i, ii)	Groundwater 285.30(b)(2)	Topography 285.30(b)(3)(A)	Flood Hazard 285.30(b)(3)(B)
O						
1 ft						
2 ft						
3 ft						
4 ft						
5 ft						
6 ft						
7ft						

Soil Boring/Backhoe Pit Number #2						
Depth (Feet)	Soil Class 285.30(b)(1)(A)(i-v)	Gravel Analysis 285.30(b)(1)(B)	Restrictive Horizon 285.30(b)(1)(C)(i, ii)	Groundwater 285.30(b) (2)	Topography 285.30(b)(3)(A)	Flood Hazard 285.30(b)(3)(B)
0						
1ft.						
2ft						
3ft						
4ft						
5ft						
6ft						
7ft						

Schematic of Lot or Tract / Site Drawing

Scale: 1 inch = 50 feet/or appropriate



Indicate Northern Direction

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

Site Evaluator's Signature

License No.

Date

Permit Fee:
\$ _____

MASON COUNTY
DEVELOPMENT PERMIT APPLICATION
Mason, Texas 76856

FLOODPLAIN
ADMINISTRATOR
MASON COUNTY

Name of Applicant: _____
(last) (first) (middle)

Current Mailing Address: _____

Daytime Telephone Number: _____

911 Site Address: _____

Location of Property: _____
Name & Number of Survey/Abstract Acreage

GPS Coordinates: _____ Elevation: _____

Nature of Proposed Construction: (Check & Complete as Appropriate)

____ Residential ____ Non-Residential ____ Other ____ Placement of Fill
____ Alteration of a Natural Waterway or Drainage Course

Description of Proposed Construction: (Check & Complete as Appropriate)

____ New Construction ____ Substantial Improvements to Existing Structure
____ House ____ Mobile Home ____ Non-Residential (specify)
____ Commercial _____
(Name and Type of Business)
____ Other _____
(Explanation)

APPLICANT MUST SUPPLY ONE COPY OF THE PLANS & SPECIFICATIONS OF THE PROPOSED CONSTRUCTION IF IN A FLOOD PLAIN. THIS PERMIT IS VALID FOR ONE YEAR FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED AT THAT TIME.

WARNING: *Please read and acknowledge. The flood hazard boundary maps and other data used by the County Floodplain Administrator in evaluation flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that development outside the identified areas of a special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create liability on the part of Mason County, the county Floodplain Administrator or any officer or employee of Mason County in the event flooding or flood damage does occur.*

Signature of Applicant: _____ **Date:** _____

FOR USE BY FLOODPLAIN ADMINISTRATOR

Is the property located in an identified flood hazard area? Yes No

Is Additional Information Required? Yes No

Are Other Federal, State, or Local Permits Required? Yes No

Are Other County Regulations Applicable? Yes No

____ Exemption Certificate Issued

____ Permit Application Approved

____ Permit Application Rejected

Signature of Floodplain Administrator: _____ **Date:** _____

AFFIDAVIT

THE COUNTY OF MASON

STATE OF TEXAS

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

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

I.

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, § 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, the TCEQ requires a deed recording. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This deed certification is not a representation or warranty by the TCEQ or the Permitting Authority of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ or the Permitting Authority 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):

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

Acreage _____, Survey Name _____, Abstract _____, Deed Volume _____, Page _____

Tract _____, Section _____, GEO Number _____

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

This OSSF must be covered by a continuous maintenance contract. All maintenance on this OSSF must be performed by an approved maintenance company, and a signed maintenance contract must be submitted to the Permitting Authority within 30 days after the property has been transferred.

The owner will, upon any sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from the Permitting Authority.

WITNESS BY HAND(S) ON THIS _____ DAY OF _____, _____.

Owner Signature(s)

Owner Signature(s)

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

Notary Public, State of Texas

Notary's Printed Name

My Commission Expires

Reminder:

- Complete all forms in this packet
- Submit with this packet a floor/construction plan. The plan must indicate:
 - (1) number of bedrooms,
 - (2) number of restrooms,
 - (3) square footage, and
 - (4) if there will be a water softener system installed.