



# San Jacinto River Authority

Lake Conroe Division  
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## Required Documents to apply for a Construction Permit to Modify an Existing On-Site Sewage Facility (OSSF)

Please submit the following information to the San Jacinto River Authority, when applying for a permit to modify an existing OSSF:

1. San Jacinto River Authority Modified On-Site Sewage Facility Application, completed and signed by the Homeowner.
2. Design of the On-Site Sewage Facility stamped by a Professional Engineer or a Registered Sanitarian.
3. Current OSSF modified permit fee of \$260.00 (Two Hundred and Sixty Dollars and No Cents)

Upon approval of the On-Site Sewage Facility, a San Jacinto River Authority Designated Representative will issue to the homeowner or installer a construction permit for the modification of the system. Once the system is modified, the installer will need to contact SJRA for an inspection of the system, prior to covering the modified part of the system. A Designated Representative with SJRA will perform an inspection of the modified portion with the installer on-site. After the system has been approved for operation, a Designated Representative will provide the installer with a tag indicating that the system is operational. The Designated Representative will then return the inspection form to the Administrative Department and a License will be issued to the Homeowner for their records.

## Permitting Process May Take Up to Thirty (30) Days

All OSSF permits issued must comply with SJRA's approved Order Adopting Rules for OSSFs within 2,075 feet of Lake Conroe. Below is an excerpt from the Order:

Effective June 1, 2016, the inspection and maintenance of all OSSFs identified as Aerobic Treatment Units must be performed by a maintenance provider, licensed by the TCEQ, under a written contract between the property owner served by the OSSF and such TCEQ-licensed maintenance provider, with one exception. If the OSSF serves a single family dwelling that is the primary residence of the property owner, the property owner may conduct the maintenance, provided.

- A. the property owner is a [maintenance provider](#) licensed by the TCEQ;
- B. the property owner holds a valid Class D or higher [wastewater treatment license](#);
- C. the property owner has satisfactorily completed the [OSSF - Aerobic/Surface Application System Operation and Maintenance Course entitled - General Guidance for Monitoring Aerobic Treatment Units, Disinfection Units, and Spray Fields in Texas \(B-6235\) offered by the Agrilife Extension, Texas A&M System](#);
- D. or the property owner has satisfactorily completed any other TCEQ-approved [Aerobic system Maintenance Provider Course](#).

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