



# San Jacinto River Authority

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Lake Conroe Division  
P.O. Box 329 · Conroe, Texas 77305  
(T) 936.588.1111 · (F) 936.588.1114

## Required Documents to Apply for an On-Site Sewage Facility (OSSF) Construction Permit

Please submit the following information to the San Jacinto River Authority (SJRA), when applying for a new On-Site Sewage Facility:

1. San Jacinto River Authority New OSSF Application, completed and signed by the Homeowner.
2. Design of the On-Site Sewage Facility sealed by a Professional Engineer or a Registered Sanitarian.
3. Soil and Site Analysis sealed by a Registered Site Evaluator.
4. Initial Two Year Maintenance Contract signed by both the installer and homeowner for the OSSF
5. Receipt of an Affidavit to the Public, filed at the county clerk's office.
6. Current OSSF permit fee of \$300.00 (Three Hundred Dollars and No Cents)

Upon approval of the OSSF, a SJRA Designated Representative will issue a construction permit to the homeowner or system installer. Once the system is constructed, the installer will need to contact SJRA for an inspection of the system, prior to covering the system up. A Designated Representative with SJRA will perform an inspection of the system with the installer on-site. After the system has been approved for operation, a Designated Representative will provide the installer with a tag giving approval for operation of the system. 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; Or the property owner has satisfactorily completed any other TCEQ-approved Aerobic system Maintenance Provider Course



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### SJRA USE ONLY

Application No: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Amount Due: \_\_\_\_\_  
DR: \_\_\_\_\_  
TB Acct #: \_\_\_\_\_

## Application for a Permit to Construct a New On-Site Sewage Facility

Property Owners Names: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

MCAD Parcel: \_\_\_\_\_

Source of Water:  Private Well  Public Water Supply

Lot Size: \_\_\_\_\_ (ft<sup>2</sup>) Living Area: \_\_\_\_\_ (ft<sup>2</sup>) Total Bedrooms: \_\_\_\_\_

Site Evaluator: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Installer: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Designer/Engineer: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Treatment Type:  Conventional  Aerobic Other: \_\_\_\_\_

Disposal Type: \_\_\_\_\_

Disinfectant Type:  Liquid Bleach  Chlorine Tablet  N/A Other: \_\_\_\_\_

Pretreatment Tank Size: \_\_\_\_\_ Aerobic Tank Size: \_\_\_\_\_ Pump Tank Size: \_\_\_\_\_

Other Tank Size: \_\_\_\_\_ Dosage Rate (Max GPD): \_\_\_\_\_ Discharge (Field) Area: \_\_\_\_\_

Soil Type:  1A  1B  2  3  4 Site Evaluation Date: \_\_\_\_\_

Service Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

AUTHORIZATION is hereby given to SJRA, the Texas Commission on Environmental Quality and their agents, or designees, singularly or jointly, to enter upon the above described property during daylight hours for the purpose of inspecting sewage facilities for any reason consistent with the water quality program of the Texas Commission on Environmental Quality.

Signature of Owners: \_\_\_\_\_ Date: \_\_\_\_\_