

# New OSSF Permit Procedure

KAUFMAN COUNTY  
PUBLIC WORKS DEPARTMENT  
3003 S. WASHINGTON  
KAUFMAN, TX 75142  
(469) 376-4127

## *Procedures for Certification and Licensing of New On-Site Sewage Facility*

1. File complete application form for private sewage facility permit, including 9-1-1 address.
2. Pay \$360.00 application fee for residential, \$610.00 for commercial to "Kaufman County".
3. Provide copy of surveyors field notes and a plat showing property dimensions, acreage, easements, and proposed location of house and septic system on the lot. Stake out boundary lines.
4. A soil evaluation is required by the State. You may have an independent Registered Sanitarian or a Professional Engineer to perform the evaluation. **You must provide a copy of the evaluation to Kaufman County to obtain the permit.**
5. If you are having an Aerobic Surface Irrigation system installed, you **must** file an OSSF Affidavit to the Public at the Kaufman County Clerk's Office. A copy of the affidavit **must** accompany the application form. The affidavit may be obtained from the Public Works Department.
6. After receiving the completed application form, soil evaluation results, fee, and any other information that may be required, a permit to construct will be issued giving the minimum size requirements based on the TCEQ "Construction Standards for On-Site Sewage Facilities".
7. When the facility is completed and uncovered, an inspection appointment should be made with Kaufman County Public Works Department (469) 376-4127.
  - \* CALL AT LEAST 24 HOURS BEFORE INSPECTION IS NEEDED.
  - \* DO NOT COVER UP SYSTEM WITHOUT AN INSPECTION.
  - \* THE INSPECTOR WILL NEED ACCESS TO THE PROPERTY IN ORDER TO MAKE THE INSPECTION.
  - \* THE PERSON THAT INSTALLED THE SYSTEM MUST BE AT THE PROPERTY AT THE TIME OF INSPECTION.
8. After the facility is ready for inspection and an appointment has been made, a Sanitarian will inspect the facility in accordance with the "Construction Standards for On-Site Sewage Facilities" and an inspection report will be provided:
  - a) If the facility passes inspection, a license to utilize will be issued.
  - b) If the facility fails to pass inspection, a report will be provided listing the reasons for failure and suggesting a remedy if appropriate.
  - c) When a facility fails to pass inspection, corrections should be made, a re-inspection fee must be submitted, and another inspection requested.