

## DETAILED OSSF APPLICATION INSTRUCTIONS

**Property Owner's First and Last Name** – This is for the land owner's name. Since most if not all of the components of a septic system are placed under the ground and the system remains even after a structure (mobile home) is possibly removed, it becomes the responsibility of the land owner to make sure the system does not cause an environmental hazard. We base our determination of the ownership of the property by who is listed as the owner on the Ector County Appraisal District's website. If you are not the owner of the land, DO NOT put your name on the application, even if you are paying for the system and own the structure. If you have purchased the property recently you should check to see if you are listed as the owner at [www.ectorcad.org](http://www.ectorcad.org) by entering in the legal information of the property. If you have purchased the property and the name on the website is not yours, please include a copy of the deed or contract showing your purchase of the property with your application. If the name on the application does not match the name listed on the website, when we look up the property, we will call you to find out why.

**Business Name** – This will be used for Commercial systems. The name of the company that owns the land will be placed here. We base our determination of the ownership of the property, by who is listed as the owner on the Ector County Appraisal District's website. If the name of the commercial business is not the same as the name of the entity that owns the land, put actual owner's name on the application and the name of the commercial business in the Business Name space, even if the commercial business is paying for the system. If the land was recently purchased, you should check to see that the proper name is listed as the owner at [www.ectorcad.org](http://www.ectorcad.org) by entering in the legal information of the property. If you have purchased the property and the name on the website is not correct, please include a copy of the deed or contract showing the purchase of the property with the application. If the website shows the name of the owner instead of the company name please put his/her name in the Property Owner's First and Last Name spaces and then place the name of the company he/she owns in the Business Name space. If the business name is listed on the website place it in the Business Name space and you have the choice of including the owner's name in the Property Owner's First and Last Name spaces. If the name in the Property Owner's First and Last Name or Business Name does not match what is listed on the website when we look up the property we will call you to find out why.

**Mailing Address** – This is the address that you want the final permit mailed to, when everything is complete. This could be the same as the address of the place where the system is being installed, but if there is not a mail receptacle, i.e. mailbox, the permit will be returned to the Ector County Health Department and we will file for the owner to pick-up. Please be sure that the address you put in this space can receive mail.

**City** – This is for the city associated with the mailing address.

**State** – This is for the state associated with the mailing address.

**Zip Code** – This is for the zip code associated with the mailing address.

**Primary Phone Number** – This should be a phone number that can be used to easily get in contact with the owner. We use this number to call the owner and ask questions or to let the owner know about

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something that is needed to make the application acceptable. If you do not speak English , but wish to speak with us, please have a translator for your phone call to us.

**Property Address** – This is the address of the property where the system will be installed. This address needs to have been legally assigned by the Ector County Engineering Department, specific to the property’s legal description. If the land already has an assigned address but there are multiple residences on the property, each residence needs a separate assigned address. The assigned addresses can be obtained by contacting David Ingram and/or Eddie Vasquez at the Ector County Engineering Department at 432-385-1620. Once they have legally assigned an address, they will add the address to our database and send us a Location Address Assignment sheet containing that address. That sheet will be added to your application.

**City** – This is the city associated with the property address.

**State** – This is the state associated with the property address.

**Zip Code** – This is the zip code associated with the property address.

**Lot size** – This is the legal size of the lot that the septic system is going on. This can be determined by looking at your deed/contract or by going to the Ector County Appraisal District’s website [www.ectorcad.org](http://www.ectorcad.org) and entering the legally assigned address or legal description. If there are multiple lots and any part of the proposed septic system crosses a legal lot line, then those lots will have to be “joined.” This “joining” will have to be done after the application is turned in at the Health Department, but to speed the process along, place the words “join lots” in the lots size box, along with the lot size. If the structure crosses the lot line or if the owner owns more than one lot but the septic system does not cross the lot lines, then only include the lot size of the lot where the septic system will be installed.

**Type of Property** – Here you will choose either Subdivision or Township. This can be found in the legal description of you property on your deed/contract. The subdivisions have a subdivision name such as Westover Acres along with a block and lot number. The townships will have the letter “T” with the number “1”, “2” or “3” and a direction. An example a township is T-2-S. The townships are also associated with a section number, block number, and many times a card number.

### Subdivision Information

**Subdivision Name** – This is where you will put the subdivision name, if your property is in a subdivision.

**Block** – This is where you will put the block number, if you property is in a subdivision.

**Lot** – This is where you will put the lot number, if you property is in a subdivision.

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**Other Information** – This is where you will put any other legal information that is not the subdivision name, block number or lot number that will help us locate the property more easily.

### Township Information

**Township Identifier** – This is where you will put the township identifier (ex. T-2-S) if your property is not in a subdivision.

**Section** – This is where you will put the section number, if your property is not in a subdivision.

**Block** – This is where you will put the block number, if your property is not in a subdivision.

**Other Information** – This is where you will put any other legal information that is not the township identifier, section number or block number that will help us locate the property more easily. The card number would go in this section if your property is in a township.

**Type of Use for System** – Here you will choose either Single Family Residence or Commercial Institution. A single family residence is a structure that is either built on or brought to a site, for use as a residence for one family. This includes all detached buildings located on the residential property and routinely is used only by the members of the household of the single family residence. Examples of single family residences are mobile homes, site built homes and single RVs. A commercial institution is any building that is not used as a single family residence. Examples of commercial systems are offices, shops/factories and anything with multiple connections such as RV parks and mobile home parks.

**Type of Residence** – Here you will choose between mobile home, site built home and single RV, if your system will be providing service to a single family residence. If the system is for a single family residence but is not for one of the three listed, please write in the empty space what type of residence the system will service.

**Number of Bedrooms** – This is where you will put the number of existing or proposed bedrooms for the residence, if the structure is for single family use.

**Living Area in Square Feet** – This is where you will put the square footage of the residence, if the structure is a single family residence. We are only interested in the “liveable area,” which includes the parts of the house that are heated and cooled throughout the year. Do not include the garage when calculating the square footage of the residence.

**Type of Commercial Business** – Here you will choose between office, shop, RV park, mobile home park and other, if your system will be providing a commercial institution use. If you select other, please provide the type of structure the system will service in the space provided.

**Number of Employees** – This is where you will put the number of employees, if the structure is a commercial institution and it is an office, shop, or other structure that requires employees.

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**Number of Spaces** – This is where you will put the number of spaces, if the system is servicing a commercial institution that is an RV park or mobile home park.

**Other** – This is where you would indicate the number and type of things that are being supplied in the commercial institution that is not an employee or a space. For example for a mobile home park you would put the number and type of mobile homes being supplied, i.e. 3 two bedroom mobile homes. Another example is for a store you would put the number of washrooms.

**Source of Water** – Here you will choose between Private Water Well and Public Water Supply depending on where the water is going to come from that is going to be supplying the structure the septic is used by. If your structure will be using water that is from a private water well that has been drilled on or around your property choose private water well, if your structure will be using city water choose public water supply.

**Pressure Cemented Well with Documentation** – If your structure will be supplied by a private water well, you will check yes or no here to indicate whether it is pressure cemented or not. Pressure cementing is a process used when drilling a well that uses cement to support the casing in the well bore and isolate each of the water producing zones and their fluids that was penetrated, when the well was drilled. Pressure cementing the well provides greater security that the septic effluent in the drainfield will not find its way into your water well. When the well is drilled, you should receive documentation, if the well was pressure cemented, otherwise, check no.

**Name of Supplier** – If your structure will be supplied by a public water supply, you will put the name of the public water supplier here. If you do not know the public water supplier it is usually just the community name.

**Reason for Application** – Here you will choose either Installing New System or Replacing Existing System. You will choose installing new system, if the system that is going in is the first system being used by the structures on the property. You will choose replacing existing system, if there has been a previous system used by the structure on the property that is being replaced for any reason such as the system was too small or it began to fail. You do not have to write the reason for replacing the system.

**Type of Treatment System** – The treatment system is where the septic effluent goes as soon as it leaves the structure. Here you will choose Septic Tank, Aerobic or Other. Septic tanks are the most common treatment used in this area.

**Pump** – Here you will indicate if your system will be using a pump tank. A pump tank is used when force is needed to move the effluent along the system, like when a surface application disposal system is used (spray heads) or when a proper drop in a sewer pipe can not be achieved.

**Type of Disposal System** – Here you will choose from Leaching Chamber, Soil Substitution, Surface Application or Other. In a standard leaching chamber disposal system, the site's soil is good to begin with or considered "suitable." In a soil substitution disposal system, the soil is "not suitable" (too rocky)

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and needs to be replaced with soil that is considered suitable. Surface application is typically performed in conjunction with an aerobic treatment plant; a pump is used to spray the effluent onto the surface of the ground using special spray heads. If you choose leaching chamber or soil substitution, you will also have to indicate whether it will be a trench or a bed design. A trench design is where there is at least three feet of undisturbed soil, or soil that has not been dug up, between the trench rows containing panels. A bed design has no undisturbed soil between the rows of panels and the rows lay one foot apart. If you choose other please specify what you will be using.

**Maximum GDP** – This is where the maximum gallons per day (GPD) of the structure that the system will be servicing will go. The maximum GPD is calculated based on the number of bedrooms and square footage for a residential system and the number of spaces or employees for a commercial system.

- 1 or 2 bedroom less than 1,500 sq ft = 225 gallon
- 3 bedroom less than 2,500 sq ft = 300 gallon
- 4 bedroom less than 3,500 sq ft = 375 gallon
- 5 bedroom less than 4,500 sq ft = 450 gallon
- 6 bedroom less than 5,500 sq ft = 525 gallon

When choosing maximum GPD pick the highest value based on both the number of bedrooms and the square footage.

**Number of Tanks** – This is where the number of treatment system tanks will go.

**Size of Tanks in Gallons** – This is where the size of the treatment system tanks will go in gallons. If there is more than one tank put the sizes in order as they will be placed from the structure to the treatment system.

**Variance Needed** – This is where you will indicate if you will need a variance. A variance is an exception of the regulations to avoid denying approval of the permit to a landowner when odd configurations of the land constrict improvements. In order to accomplish this, special regulations are put into place allowing for variance of the current regulations, while continuing to provide equal if not greater protection to the public and the environment. With all variances, a professional engineer or registered sanitarian would need to make a formal request and provide a design that would show a solution that provides equal or greater protection. A variance will only be granted for necessity and not for convenience. An example of this would be a setback variance. Here the sewer line would have to be closer than five feet to the property line and there would be no other physical way to have the system on the property.

**Site Evaluator's Name** – This is where you will put the name of the site evaluator that does the site evaluation for your application. You must have a TCEQ licensed site evaluator perform a site evaluation before you can design your system.

**TCEQ License Number** – This is where the TCEQ license number of the site evaluator you use will go.

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**Phone Number** – This is where the phone number of the site evaluator you use will go.

**Installer's Name** – This is where the name of the licensed installer will go. The home owner is required to install the system themselves or hire a TCEQ licensed installer; write his name in this space. If you're a home owner and you will be installing a system for your primary residence please put "Home Owner".

**TCEQ License Number** – This is where you will put the TCEQ license number of the installer if you use a licensed installer. If you are a home owner installing a system for your primary residence leave this space blank.

**Phone Number** – This is where you will put the phone number of the installer that will be installing the system.

**Designer's Name** – This is where you will put the name of the professional engineer or registered sanitarian if you used one. A professional engineer or registered sanitarian is needed in many cases including: soil substitution, aerobic treatment systems, surface application, RV/ mobile home parks and variances. If you do not need a professional engineer or registered sanitarian leave this space blank.

**Texas License Number** – This is where the Texas license number of the professional engineer or registered sanitarian is placed. If one is not used leave this space blank.

**Phone Number** – This is where you will put the phone number of the professional engineer or registered sanitarian. If one is not used leave this space blank.

**Designer's Stamp of Approval** – This is where the professional engineer or registered sanitarian will put his or her stamp of approval indicating they have reviewed the application and agree with the design and calculations.

**Certification** – You will read the statement below.

**Owner's Signature** – This is where you will sign that you have read the above statement and agree with it.

**Date of Signature** – This is where you will place the date that you signed the application.