

STEP BY STEP INSTRUCTIONS TO PROCESS OSSF APPLICATION

Step 1: Follow the Detailed On-Site Sewage Facility (OSSF) Application Instructions to complete OSSF Application Face Pages (first two pages of this application). Please provide your proof of ownership for the property by using your legal description. Acceptable forms of ownership are a copy of a deed or contract, or a printout from the Ector County Appraisal District at www.ectorcad.org.

Step 2: Hire a Site Evaluator from the list provided. You must have a site evaluation done and it must be done by a TCEQ licensed individual. The site evaluator will come onto the property and make a scaled drawing that includes all the features in the area, where the OSSF is to be installed that could be affected by the OSSF or could prevent the proper operation of the system. This includes water wells, all structures, and existing septic systems. They will also dig a minimum of two test pit holes 5-7 feet deep to test the soil on the property. A sieve test will be done, one soil sample from each test pit hole to determine the gravel content of the soil on the property. If the gravel content is less than 30% a standard system can be installed, otherwise a soil substitution drainfield will have to be installed. **YOU SHOULD GET A SCALED DRAWING OF YOUR PROPERTY FROM YOUR SITE EVALUATOR.** Confirm with them that they will provide a scaled drawing BEFORE you hire them.

Step 3: You will complete the owner portion of the Development Permit Exemption Certificate (DPEC) and send it to the Ector County Engineering Department by fax 432-385-1623 or in person at 7613 W. Dunn. This certificate will be completed by the engineering staff and faxed to the Ector County Health department (ECHD). The DPEC serves 2 purposes, to validate the property address and confirm it is not in a Special Flood Hazard Area. It will need to be signed by the owner or the owner's representative (installer) before an Authorization to Construct can be picked up.

Step 4: Using the scaled drawing prepared by your site evaluator, you or your installer or a professional designer can design your system. Both a property outline drawing and a scaled 1" = 20' or 1" = 30' system drawing will need to be included. If the property drawing can be done at a 1" = 20' or 30' scale, you can just include the system and do one drawing (this is usually for properties less than one acre). Calculations should be included with your design. Follow the calculation page and drawing examples for a basic understanding of how to design your system. ECHD will assist homeowners in the design of their systems when they are installing the systems for themselves.

Step 5: After the application packet has been completely filled out, the DPEC is on its way and the design has been completed, its time to turn the application into ECHD for review. When submitting the application, you or your installer must pay a NON-REFUNDABLE application review fee of \$250.00 for a residential system or \$450.00 for a commercial system. ECHD accepts cash, check, money order or credit card as payment methods. When first receiving the application the staff of the Environmental Section will conduct a preliminary completeness review to make sure there are not major pieces of information missing. The application will then go in line for a more thorough final review. Our total turnaround time on the applications varies based on our staffing and workload at the time the application is turned in and although we try not to use the entire state given time we are allowed 30 days to approve or deny an application.