



BRAZOS COUNTY HEALTH DEPARTMENT  
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### **HOW TO OBTAIN AN OSSF PERMIT IN BRAZOS COUNTY**

Below are the necessary requirements for obtaining a permit for an On-Site Sewage Facility (OSSF) in Brazos County.

#### **ALL OSSF IN BRAZOS COUNTY (WITH EXCEPTION OF THOSE WITHIN THE CITY LIMITS OF WIXON VALLEY) MUST BE PERMITTED THROUGH THE BRAZOS COUNTY HEALTH DEPARTMENT (BCHD)**

1. A completed application and permit fee must be filed with the BCHD.
  - a. New OSSF Construction fee - \$400
  - b. Existing OSSF System Replacement fee - \$400
  - c. Commercial OSSF fee - \$ 500
  - d. OSSF Modification/Re-model fee - \$ 80 (i.e. tank replacement, spray field redesign)
  
2. A Flood Plain Development Permit must be included with planning materials when application for any new construction is made. The flood plain permit should be obtained before any construction begins on site. The permit can be obtained from the Brazos County Road and Bridge Department Flood Plain Development Office. The contact person is Kim Hinton at 979-822-2127. Note: Applicant must make appointment with flood plain office and the office is closed on Fridays.
  
3. If the OSSF includes an aerobic treatment unit a continuous maintenance and service policy must be kept on file with the Brazos County Health Department at all times. In order to ensure that the homeowner, and subsequent buyers, is aware of this, an affidavit must be filed with the Brazos County Clerk's office. This

affidavit acknowledging that a service contract will be kept at all times is available on our website or through our office.

- a. The affidavit must be signed and notarized before filing.
- b. The County Clerk's office requires the original copy be filed.
- c. The County Clerk's office has a filing fee of \$ 26.
- d. A copy of the filed affidavit or receipt for filing must be included with application for OSSF
- e. The County Clerk's office is located in the 1st floor of the Brazos Courthouse 300 E 26th St, Bryan, TX 77803.

4. A copy of the site and soil evaluation, performed by a TCEQ licensed site evaluator must be included with the planning materials.

- Modification and repair permits WILL require a site evaluation with planning materials; if one is not already on file with Brazos County.  
(285.4)(285.30)

5. A site design, performed by either a Professional Engineer or Registered Sanitarian, must also be included with the planning materials.

- a. The design must include the specifications of the home (i.e. size, number of bedrooms, and type of home).
- b. The design must include the specifications for treatment tank size and type.
- c. The design must also include a site drawing indicating placement of home, OSSF treatment tanks, OSSF disposal field, all site features (including water wells) and property lines.
- d. If the design is for high strength wastewater (i.e. restaurant/convenience store), the design must include a Professional Engineer's stamp of approval.

6. Once all necessary paperwork has been submitted, a Designated Representative (inspector) will review the materials and issue an Authorization to Construct (ATC). When the materials left for review are ready (within 30 days), an inspector will contact the person designated on the plans and notify them that the ATC has been issued. The ATC card must be picked up and posted at the job site.

- a. In order for an ATC to be issued all necessary TCEQ and Brazos County requirements must be satisfied.

- b. A TCEQ registered installer must be designated and noted on the ATC. If the OSSF is homeowner installed, all TCEQ and BCHD requirements must be met.
- c. The ATC will be issued in the chosen installer's name. If the installer changes the ATC must be re-issued.
- d. A partial listing of Site Evaluators/Designers/Installers is available upon request.

7. A final construction inspection is required once the OSSF has been installed.

- a. The installer must contact our office and schedule an inspection.
- b. In order for the construction to be approved, the system must be functional and installed according to approved planning materials.
- c. Once the final construction has been approved an inspection approval form will be issued to the installer on site.
- d. A License to Operate (approval to occupy home) from the BCHD will be mailed to the permit holder within 7 business days.

If you have any questions, please feel free to contact a Designated Representative in the Environmental Health Division of the Brazos County Health Department 979-361-5742.