



MAJOR STEPS IN THE OSSF (SEPTIC) APPLICATION PROCESS

This is for informational purposes only – this is not the actual permit
All septic systems in Burleson County require a permit.

Before submitting the application

Step 1 A **physical address** must be issued and/or verified by the Burleson County 911 Addressing office prior to submitting the OSSF application. The address verification letter issued by the 911 Addressing office must be included with the OSSF application. Visit <https://www.burlesoncountytexas.gov/page/gov.addressing>.

Step 2 **Choose a Licensed Installer** a partial list of licensed professionals is available at <https://www.burlesoncountytexas.gov/page/gov.environmental>. Septic systems must be installed by a licensed installer.

Your appropriately licensed installer may perform OR may contract with a Licensed Site Evaluator, Professional Engineer or Registered Sanitarian to complete the following: **Site & Soil evaluation, system selection, and system design.** This information is required before submitting the OSSF application.

Submitting the OSSF application

Step 1 **Submit the OSSF application and all required documents** to the Environmental Dept. located in the Burleson County Courthouse, 100 W Buck St, Suite 303, Caldwell, TX. Documents must be originals or scanned copies. Burleson County will not accept screenshots or images of these documents. Applications cannot be emailed.

- ☐ OSSF Application
- ☐ Application fee, by check or money order only, payable to Burleson County
- ☐ Technical Information Sheet (completed by your installer)
- ☐ Site & soil evaluation
- ☐ System design (drawing)
- ☐ Recorded copy of the affidavit-to-the-public (this is two pages) filed with the County Clerk's office (if required by system selection)
- ☐ Maintenance contract (if required by system selection)
- ☐ 911 address verification

After submitting the application

Step 1 **Application review** and **Authorization to Construct:** The Designated Representative of Burleson County will review the application and system design. If approved, the Authorization-to-Construct will be issued to the installer indicated on the Technical Information Sheet. The Authorization-to-Construct is required before construction can begin and is valid for one year.

Step 2 **System Construction** will be performed by the licensed installer indicated on the Technical Information Sheet.

Step 3 **Construction Inspection:** the installer will notify the Designated Representative of Burleson County when the system construction is completed and the system is ready for inspection.

Step 4 **License-to-Operate:** if the system passes the construction inspection a License-to-Operate will be issued by the Designated Representative of Burleson County. The License-to-Operate is required before the OSSF (septic system) is put into service by the owner.