

CEN-TEX



WASTE WATER, INC.

PO Box 1139, Kingsland, Texas 78639

Phone: (325) 388-4332 or 4044

www.centexww.com**SEPTIC SYSTEM INFORMATION SHEET**LCRA INSP. FEE PAID? ☐ YES ☐ NO DATE PAID: _____**LCRA RECEIPT MUST BE RECEIVED WITH THIS FORM FOR US TO BEGIN YOUR INSPECTION NO EXCEPTIONS**DATE: _____ TYPE OF INSPECTION: LCRA APP.#: _____ **OR** _____, COUNTY

REALTOR COMPANY: _____ AGENT: _____ TELEPHONE: _____

REALTOR E-MAIL: _____ PROPERTY ADDRESS: _____ CITY _____

SUBDIV.: _____ GATE CODE/LOCK BOX _____ LOT(S): _____ BLOCK _____

PROPERTY OWNER'S NAME: _____ MAILING ADDRESS: _____

CITY/STATE/ZIP _____ PHONE: _____ CLOSING DATE: _____

TITLE CO./CLOSER _____ /EMAIL _____

LCRA MAY REQUIRE ANY NUMBER OF THE FOLLOWING TO COMPLETE A SALE INSPECTION. PLEASE INDICATE THE REQUIRED STEPS YOU WOULD LIKE FOR US TO HANDLE:

DIRECTIONS TO PROPERTY TO BE INSPECTED: _____☐ **IF YOU WANT TO BE PRESENT AT PREPARATION**☐ PERFORM 3-DAY WATER LOAD TEST☐ EXPOSE TANK(S): INLET AND OUTLET☐ PUMP/ALARM / MAINTENANCE CONTRACT☐ PUMP TANKS IF NECESSARY

Initial Sale Inspection fee is payable before services are rendered. Undersigned agrees to remit FULL balance within **10 days** of completion of work for additional services. If payment is not received within the specified time, a property lien may be placed at the above sale inspection address until payment is made in full and all Lien fees and attorney fees will be added to the balance owed. Any alteration or deviation from the above requests involving extra service and/or extra equipment will only be executed upon written orders for same, and will become an extra charge added to the invoice of this contract. All requests/agreements must be made in writing. CEN-TEX is hereby authorized to furnish all materials and labor required to complete the work requested above, for which the undersigned agrees to pay the amount invoiced, and according to the terms thereof.

DATE _____

OWNER/AGENT SIGNATURE (APPROVAL TO BE ONSITE AND DIGGING) _____

NOTE: PLEASE REQUEST SALE INSPECTIONS AT LEAST (1) ONE WEEK PRIOR TO CLOSING. WE WILL PLACE THE SALE INSPECTION ON OUR SCHEDULE ONCE WE HAVE RECEIVED THIS COMPLETED FORM, PAYMENT AND THE LCRA CHECKLIST AND DIAGRAM. EMAILED COPIES ARE ACCEPTABLE. PLEASE INCLUDE ANY AVAILABLE SYSTEM DIAGRAMS AS WELL. THANK YOU!

OFFICE USE ONLY!***

DESCRIPTION:	CHARGE:	LCRA CALL-IN INFORMATION:
SALE INSPECTION		NAME: _____ PHONE: 325-388-4332
		APPLICATION#: _____
		PROPERTY OWNER: _____
		SUBDIVISION: _____
		STREET ADDRESS: _____
		TYPE OF INSPECTION: _____
TOTAL:		PRESENT FOR INSPECTION: <input checked="" type="radio"/> Y <input type="radio"/> N
INV. # _____	DATE: _____	DATE CALLED IN: _____ BY: _____

LCRA STEPS FOR SEPTIC SALE INSPECTION REQUEST
& REQUIREMENTS FOR CEN-TEX PAPERWORK

LCRA WILL NOT INSPECT A PROPERTY OR BEGIN THE PROCESS UNTIL PAYMENT
IS RECEIVED IN THEIR OFFICE!!!

Our Septic information Sheet **REQUIRES** the Date LCRA is paid to be marked on it. We also will not start your inspection without the **PAID RECEIPT** from LCRA. We require our septic information sheet, LCRA Paid Receipt, LCRA Checklist and Diagram, and Payment.

We can not begin your inspection until closer to time to be allowed to call in. This is very important so septic systems are not uncovered and left uncovered for long periods of time!

If you pay LCRA on Monday, they will process on Tuesday and Wednesday and you can call Thursday for a Monday inspection.

If you pay on Tuesday it will process Wednesday & Thursday and you can Call Friday for a Monday inspection. LCRA does not inspect on Fridays.

First step is to request a checklist and diagram from ossf@lcra.org after received you can submit your application to LCRA but **you can't submit** until they have sent you the checklist / diagram
All Applications need to be submitted to :

<https://www.mygovernmentonline.org/>

You will need to create a log in. After created you will

1. click on Permit and licensing
2. select Apply online
3. State : Texas
4. Jurisdiction : LCRA
5. Project type : OSSF
6. Add a permit to existing project
7. Select application type: Reinspection Application
8. Enter either address or project number (but not both)
9. The project should pop up click select and follow directions enter information requested and upload the application the form 1100 must be signed by the home owner! You must upload floor plan with all walls, doors, closets and rooms must be labeled .
10. The MLS or the form for bedrooms and square footage must be submitted or it will be returned to you. Watch emails for anything they might need to continue.
11. After they send you the invoice you will log back into mypermitnow and you will Click Permit Licensing
12. Then click Search permits
13. Enter (lcra for jurisdiction
14. Project type OSSF
15. PERMIT NUMBER (APP NUMBER ONE INVOICE)
16. When it pops up click add to my account
17. Click the payment tab and pay invoice.
18. You can print receipt from that screen and they will email to you this needs to be submitted to us with your Cen-Tex Septic information Sheet !
Their processing timeline follows:

THE DAY PAYMENT IS RECEIVED	PROCESSING	CALL TO SCHEDULE INSPECTION
MONDAY	TUESDAY/ WEDNESDAY	THURSDAY
TUESDAY	WEDNESDAY/ THURSDAY	FRIDAY
WEDNESDAY	THURSDAY/ FRIDAY	MONDAY
THURSDAY	FRIDAY/ MONDAY	TUESDAY
FRIDAY	MONDAY/ TUESDAY	WEDNESDAY