



## Web Access to Texas Commission on Environmental Quality Listings of Site Evaluators, Installers, Designated Representatives, Maintenance Companies and Maintenance Providers

Use the web address of: [www5.tceq.state.tx.us/lic\\_dpa/](http://www5.tceq.state.tx.us/lic_dpa/)

This will bring up a page with three search boxes:

1. "Search Individual Licensing Information"
2. "Search Company Registration Information"
3. "Group Search Criteria"

To find any of the above-referenced professionals within a given county, use the "Group Search Criteria".

To do this, use the drop-down list from "License or Registration Type or Level" and select which OSSF professional license or registration level you want.

Use the drop-down list from "County" and select the applicable county. These licenses are valid state-wide, so you may want to search in adjacent counties as well.

Click on "Search". It will bring up the OSSF professionals for those criteria.

Lower Colorado River Authority

## LCRA ON-SITE SEWAGE FACILITIES PROGRAM

Welcome to the OSSF program permitting process. We are available to answer any questions you may have at any point in the process. For your convenience, we have two offices to expedite your permit. You may drop off your application for authorization to construct at one of two offices. The Austin office is at 3701 Lake Austin Blvd. in the Miller Building (street level). The other office is at 500 Hwy 281 North in Marble Falls. You can mail your application to us at: OSSF Program, LCRA, P.O. Box 220, M107, Austin, Texas 78767-0220. Should you have any questions regarding this process, please direct your questions to 1-800-776-5272, Ext. 3216.

In this package you will find a checklist for your convenience in completing LCRA's OSSF application process and a list of most commonly asked questions by the public when working through the OSSF process.

*Some terms that will help you through this process are:*

**Site Evaluator** – An individual who holds a valid license issued by the executive director according to Chapter 30 of this title and who conducts preconstruction site evaluations, including visiting a site and performing soil analysis, a site survey, or other activities necessary to determine the suitability of a site for an OSSF. A professional engineer may perform site evaluations without obtaining a site evaluator license.

**Authorization To Construct** - An authorization, issued by LCRA, to install, construct, alter and repair an OSSF. The permit consists of, but is not limited to, the authorization to start the project, conditions and requirements that apply to the site or system, and planning materials submitted in the permit application and approved by LCRA.

**Modification** – The addition to or improvement of part or all of an on-site sewage facility to meet current LCRA and TCEQ Standards for such facilities.

**New System** – A system is considered new when there has never been an OSSF on the property at any time prior to this application.

**Rules** – LCRA's Rules for On-Site Sewage Facilities as adopted by the LCRA Board of Directors and approved by TCEQ, effective April 5, 2010.

Other definitions can be found in the LCRA Rules and TCEQ's Chapter 285.

## Frequently Asked Questions About On-site Sewage Facilities

*Here are some of the most commonly asked questions answered by the OSSF staff from the general public.*

### **Process Questions**

- Q. What number should I call if I have a question about my septic system or the LCRA permit/ inspection process?  
A. You can call the Austin office, (512) 473-3216, or 1-800-776-5272, Ext. 3216 or you can call the Marble Falls office, (830)693-6082, or 1-800-776-5272, Ext. 3171.
- Q. Does an inspection have to be done for every sale?  
A. YES, a system re-inspection is required before an approval for continued use of the system can be issued to the new owner. The new owner must have an approval for continued use to legally operate the OSSF. LCRA does not require, but does recommend that this inspection be performed before closing.
- Q. When are tank components required to be uncovered?  
A. The inlet and outlet connections to the tank are required to be exposed if LCRA has not seen these components within the last 10 years. The portholes or manholes which provide access to the inside of the tank, must be accessible if LCRA has not inspected this component within the last 5 years.
- Q. How long does it take to get a sale inspection?  
A. You should allow about one week after the paperwork is submitted to LCRA's offices before an inspection will be made on the septic system.
- Q. What do you take to the closing after your system has been inspected?  
A. Once the inspection has been approved by LCRA, a re-inspection report and an approval letter will be left at the site along with a Form 1100 to be given to the new owner to transfer the record and approval of system use into his or her name.
- Q. Who pays for the system sale inspection?  
A. Payment of the inspection fee is determined by the buyer and seller of the property.
- Q. Is a permit required to make a repair?  
A. No, a construction permit is not required but an inspection application and fee are required to be submitted.
- Q. Is an inspection necessary if a property was inherited?  
A. YES, any time a property changes ownership from one person to another, whatever the means, a re-inspection of the system is required.
- Q. What is LCRA's jurisdiction area?  
A. There are maps in the application package that show the general area. If you have any questions regarding whether or not you are in LCRA's area, contact our office, at 1-800-776-5272, Ext. 3216, to verify your location. Verifying your location could save you valuable time and effort in the long run. Refer to the interactive regulatory zone map at [http://www.lcra.org/water/quality/oss/ossf\\_disclaimer.html](http://www.lcra.org/water/quality/oss/ossf_disclaimer.html)
- Q. How long does it take to get a permit to install a new system?  
A. You should allow up to four weeks from the date of application submittal.

### **Technical Questions**

- Q. What is retrofitting?  
A. Retrofitting is a term used when LCRA requires the use of low-flow toilets, showerheads and faucet aerators in order to conserve water and reduce wastewater discharges in replacement of non-conserving fixtures.
- Q. Will LCRA uncover the tank?  
A. NO, LCRA will not uncover the tank. The property owner or the owner's representative must uncover the tank and any other portion of the system required to be exposed for the inspection.

- Q. When is retrofitting an option rather than system modification?  
A. (1) Retrofitting is an option if one bedroom or one potential bedroom is added to a residence over the number that it is currently licensed to service without enlarging the system, and if the system was installed under an LCRA permit. This option does not apply to certain evapotranspiration systems installed prior to Dec. 31, 1987. See LCRA rules.  
(2) When the square footage of an addition exceeds the amount of heated and or cooled space that the system is licensed for by one bedroom equivalency.
- Q. When is retrofitting required?  
A. All licensed grandfathered systems (those systems installed prior to Sept. 17, 1971) are required to be retrofitted.
- Q. When is a site hole required?  
A. A site hole is required in the drainfield on all systems installed prior to Sept. 17, 1971.
- Q. What is an emergency repair?  
A. A repair made to an OSSF to abate immediate and dangerous health hazards without altering the sewage facility's function and planning materials. Notification must be given to LCRA within 72 hours of when the emergency repair begins. This does not include work to the drainfield, or replacing the tank. Examples of emergency repairs include replacing tank lids, replacing inlet and outlet devices, and repairing solid lines.
- Q. Can a property owner do the repair?  
A. YES, a property owner can do his/her own repairs to the system. Other individuals can assist provided they are not compensated for the work being done, unless that person is a TCEQ licensed installer.
- Q. What is a system modification?  
A. A system modification is the addition to or improvement of an OSSF to meet current standards.
- Q. Are holding tanks allowed?  
A. Holding tanks may be used only on lots where no other methods of sewage disposal are feasible, as determined by LCRA. They also may be used as an interim facility such as for a temporary sales office.
- Q. Can a drainfield be less than 100 feet from a water well?  
A. Possibly, depending on the construction of the well. LCRA will require information on the well construction so the property owner should be prepared to submit information completed by a licensed well driller regarding the well construction. See TCEQ rules, Chapter 285, Table X for well construction vs. setback reductions.
- Q. What is a profile hole?  
A. A profile hole is generally a backhoe excavation two to three feet wide and two feet below the depth of the drainfield. One hole is required on each end of the proposed drainfield location.
- Q. What is the purpose of the profile hole?  
A. The profile hole is used by a licensed site evaluator or professional engineer to evaluate the soil classification and feasibility of the proposed system. In the event unsuitable soils are found, or groundwater or a restrictive horizon is found less than two feet below the bottom of the proposed drainfield, a conventional soil absorption system shall not be used.
- Q. Is a re-inspection required if the property will be connected to a centralized sewer?  
A. Possibly, if you are in the process of having a system re-inspected for approval for continued use in your name, and the property is not within a defined time period of connecting to a centralized system, an inspection may still be required.
- Q. Can I do my own maintenance on an aerobic treatment unit?  
A. The rules require a maintenance contract for the first two years. Thereafter, an owner can do the maintenance after taking the appropriate class and taking and passing the test.



## Lower Colorado River Authority

### NEW OR MODIFIED OSSF SYSTEMS

If you are planning on installing a new on-site sewage facility (OSSF) or if you are modifying an existing system on your property, please follow the steps below. Having a complete package will ensure the process will run smoothly. Read and complete the information requested. The appropriate following information will be required for the application to be complete. Please include a copy of this checklist when you submit your application package.

#### Required Materials

- Complete Application for On-Site Sewage facility Authorization to Construct, signed by the property owner and witnessed by a notary public. If the house is a speculative home indication must be made on the application.
- A copy of proof of property ownership in the form of a property deed or tax record.
- A drawing or survey of the property showing the residence/ establishment, driveway, water wells and other permanent improvements to the property must be submitted. Also show where temporary erosion controls will be placed during construction of the system.
- A copy of the soil analysis for the property.
- Floor plan of the residence showing all rooms, including closets, with dimensions of the heated square footage of the residence/ establishment. The floor plan should be submitted on paper size of 8 1/2 X 14 (legal) or smaller.
- Two sets of plans of the OSSF if the system is professionally designed.
- Copy of the floodplain compliance letter or building/ development permit from the appropriate floodplain administrator.
- A copy of a recorded plat of the property with all associated plat notes.
- For surface/ drip irrigation, aerobic with disinfection and evaporation (ET) systems, a copy of the executed "Affidavit to the Public" must be submitted after it has been filed with the appropriate county.
- TCEQ rules require the OSSF to be installed on the same lot as the house. If space does not permit, another lot may be used. In this case, an affidavit must be recorded in the county deed records of the county or counties where the OSSF is located.
- Provide a map to the property.
- The appropriate application fee.

#### Preparation of Property

- Prior to submitting your application, you must mark the lot to show the following, 1) Proposed location of the septic tank and drain-field, and 2) house/establishment foundation area.
- The property must be marked with a sign that can be seen from the road and includes the owner's name, address and/or legal description of the property. Information on this notice is used by the inspector when conducting inspections.

#### Exceptions

- Please submit the appropriate variance request with this package if you cannot meet the minimum setback requirements, such as property line, foundation setbacks or street crossings. Request for variances must be prepared by a registered sanitarian (R.S.) or professional engineer (P.E.). Variances for setback reductions will not be granted if a system that complies with the rules can be installed.



Lower Colorado River Authority

**Application for On-Site Sewage Facility (OSSF) Authorization to Construct**

This box for LCRA use only	
Application No. _____	Received by _____
Fee \$ _____	Check # _____ Date _____

- New System – No OSSF currently on property.
- Modification – Addition to or improvement of all or part of an existing OSSF to meet current standards.

State reason for modification below. If failing, state what is failing.

**ALL INFORMATION BELOW MUST BE COMPLETED- PLEASE TYPE OR PRINT**

Owner's last name / Company name \_\_\_\_\_ First name \_\_\_\_\_ M.I. \_\_\_\_\_ Additional owner's name \_\_\_\_\_  
*If owned by a company, a copy of a corporate resolution must be submitted which cites the officers.*

Mailing address, Number & Street or Box \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Home phone number \_\_\_\_\_ Business phone number \_\_\_\_\_ Cell number \_\_\_\_\_ Other \_\_\_\_\_

**Location of Property** \_\_\_\_\_  
Name of nearest Lake \_\_\_\_\_ County \_\_\_\_\_

**If within the city limits, circle one:** Jonestown Lakeway Volente Lago Vista Briarcliff Granite Shoals

Name of subdivision \_\_\_\_\_ Section no. \_\_\_\_\_ Block no. \_\_\_\_\_ Lot no. \_\_\_\_\_

If not located in a subdivision provide legal description \_\_\_\_\_

Site address of property \_\_\_\_\_ City \_\_\_\_\_

**PROPOSED USE OF PROPERTY**

- Single-family
- Multi-family (a separate application is required for each unit)
- Speculative Home (home is being sold)
- Other – Please describe \_\_\_\_\_

The heated/cooled living area of the residence will be \_\_\_\_\_ square Feet. Provide floor plan on no larger than 8 ½ X 14.

State the TOTAL number of items below and enter zero (0) for none. Note: Number of bedrooms to include heated and/or cooled rooms having adequate space, privacy and a closet.

- 1. Bedrooms \_\_\_\_\_
- 2. Bathrooms \_\_\_\_\_
- 3. Kitchens \_\_\_\_\_
- 4. Living Rooms \_\_\_\_\_
- 5. Rec. Rooms/ Dens \_\_\_\_\_
- 6. Offices/ Studies \_\_\_\_\_

If commercial or non-residential, the quantity of wastewater estimated to be generated is \_\_\_\_\_ gallons/ day. If it exceeds 500 gallons/ day the system must be designed by a professional engineer or professional sanitarian.

FORM 1101

**Source(s) of Water Supply**

( ) Subdivision ( ) Water District, name of provider \_\_\_\_\_  
( ) Well ( ) Cistern ( ) Lake Pump, A contract with the LCRA must be obtained for any water obtained by a lake pump.

**PROPOSED TREATMENT TANK INFORMATION**

Capacity of each tank (gallons) (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ Pump tank capacity \_\_\_\_\_

Type of tank \_\_\_\_\_

**PROPOSED DRAINFIELD TYPE**

Trench system Give size and number of lines (wd) \_\_\_\_\_ in. x (dp) \_\_\_\_\_ in. x (lg) \_\_\_\_\_ ft.

Number of lines \_\_\_\_\_; Distance between lines \_\_\_\_\_ ft.

Absorption bed system Bed 1 (wd) \_\_\_\_\_ ft. x (lg) \_\_\_\_\_ ft.

Bed 2 (wd) \_\_\_\_\_ ft. x (lg) \_\_\_\_\_ ft.

Professional designed – Specify type of system \_\_\_\_\_

Bed 1 (wd) \_\_\_\_\_ ft. x (lg) \_\_\_\_\_ ft.

Bed 2 (wd) \_\_\_\_\_ ft. x (lg) \_\_\_\_\_ ft.

For an additional fee, I request a copy of this permit to be mailed to the Installer and/ or Engineer/ R.S. selected  
\_\_\_\_\_  
Name and mailing address or fax number

\_\_\_\_\_  
Property Owner's Signature or individual with power of attorney (P.O.A.)  
A copy of the P.O.A. must be submitted.

\_\_\_\_\_  
Date

THE STATE OF TEXAS ( )

( )

COUNTY OF \_\_\_\_\_ ( )

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public Signature

(SEAL)

\_\_\_\_\_  
My Commission Expires

P.O. Box 220 M-107, Austin, TX 78767  
 (512) 473-3216 or 1-800-776-5272, Ext. 3216  
 Fax (512) 473-3501



500 N. Hwy. 281, Marble Falls, TX 78654  
 (830) 693-6082 or 1-800-776-5272, Ext. 3171  
 Fax (830) 693-6242

**Lower Colorado River Authority**

**SOIL ANALYSIS FOR AN ON-SITE SEWAGE FACILITY**

**The following information must be submitted with the application package for review by LCRA. Failure to include or address all of the following items may result in approval delays.**

Site Information		Site Evaluator	
Name of Owner		Name	
Site Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		County	

**SITE EVALUATION** A minimum of two backhoe pits must be excavated at opposite ends of the proposed disposal area. The pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The pit locations must be indicated. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

\_\_\_\_\_  
 Site Evaluator Signature

\_\_\_\_\_  
 Date

Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

\_\_\_\_\_  
Site Evaluator Signature

\_\_\_\_\_  
Date

**Floor Plan**  
**(Must be submitted with application)**

**Show outside house dimensions, heated square footage, each room's use, and all closets. Resubmittal is required if changes are made to house size or room configuration.**

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**Date**

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**Signature**

P.O. Box 220 M-107, Austin, TX 78767  
(512) 473-3216 or 1-800-776-5272, Ext. 3216  
Fax (512) 473-3501



500 N. Hwy. 281, Marble Falls, TX 78654  
(830) 693-6082 or 1-800-776-5272, Ext. 3171  
Fax (830) 693-6242

Lower Colorado River Authority

**LCRA ON-SITE SEWAGE FACILITIES PROGRAM  
FLOODPLAIN COMPLIANCE ACKNOWLEDGEMENT**

LCRA's On-Site Sewage Facilities (OSSF) Rules require applicant to document compliance with applicable flood damage prevention regulations or documentation that such regulations are not applicable to this property.

This documentation must be submitted along with the application for an on-site sewage facilities construction permit to be issued by LCRA. Please complete this form to fulfill the documentation for your property.

**This is to verify that**

Property owner \_\_\_\_\_  
Site address \_\_\_\_\_  
Legal description of property \_\_\_\_\_  
City (if applicable) \_\_\_\_\_  
County \_\_\_\_\_  
Development Permit Number \_\_\_\_\_

This documentation is verification that the applicant has complied with flood damage prevention regulations as described within the National Flood Insurance Act of 1968, 82 Stat. 572, 42 U.S.C.A.

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name of permitting authority) (Permitting authority will check applicable notes)

\_\_\_\_\_ No development shall occur until a \_\_\_\_\_ permit has been issued and posted.  
(Name of permitting authority)

\_\_\_\_\_ To remain in compliance a completed elevation certificate must be returned to \_\_\_\_\_ within \_\_\_\_\_ days of completion of the 1<sup>st</sup> floor.  
(Name of permitting authority)

\_\_\_\_\_ Replacement of OSSF only.

\_\_\_\_\_ By law, the minimum finished floor elevation (FFE) of any habitable structure on Lake Travis must be at least one foot above the Federal Emergency Management Agency (FEMA) floodplain of 716 feet above mean sea level (msl). A recent U.S. Army Corps of Engineers/ Lower Colorado River Authority study indicates that the actual floodplain elevation is 6 feet higher, or 722 msl. While FEMA has not adopted this new elevation, it is recommended that new habitable structures have a FFE of at least 723 msl.

A certified copy of an affidavit that has been recorded at the County Clerk's Office, and filed in reference to the real property deed on which the Onsite Sewage Facility (OSSF) is to be installed, must be submitted. The affidavit must be submitted prior to issuance of a construction permit.

**Affidavits are required for:**

- Evapotranspiration (ET) systems
- Surface irrigation systems
- Drip irrigation systems
- Systems using secondary treatment and disinfection that are constructed in Class Ia soil, fractured rock, or other conditions where there is insufficient soil depth
- Properties using more than one lot for OSSF

**Affidavits are acceptable with one of the following descriptions:**

- Evapotranspiration system (gallons per day must be stated)
- Surface Irrigation (additional descriptive terms are OK as long as the words "surface irrigation" are included)
- Drip Irrigation (additional descriptive terms are OK as long as the words "drip irrigation" are included)
- Secondary treatment device with disposal method (i.e., aerobic treatment unit with low-pressure dosing)

**Affidavits are NOT acceptable with any of the following descriptions:**

- septic system
- aerobic system
- subsurface system

THE COUNTY OF \_\_\_\_\_  
STATE OF TEXAS

AFFIDAVIT

In accordance with Texas Commission on Environmental Quality (commission) Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed Records of \_\_\_\_\_ County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code §285.91(12) will be installed on the property described as (insert legal description): \_\_\_\_\_

\_\_\_\_\_

The property is owned by (insert owner's full name): \_\_\_\_\_

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally in accordance with the Lower Colorado River Authority (LCRA) rules.

Upon sale or transfer of the above-described property, the approval for continued use of the OSSF shall be transferred to the buyer or new owner following an OSSF inspection and approval by LCRA. If desired a copy of the planning materials for the OSSF may be obtained from the LCRA.

WITNESS BY HAND(S) ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Owner(s) signature(s)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

Notary Public, State of Texas

Notary's Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

AFFIDAVIT FOR ADJOINING LOTS

STATE OF TEXAS §  
§  
COUNTY OF Smith §

BEFORE ME, the undersigned authority on this day personally appeared

John Q. Public, who being by me duly sworn upon oath deposed and said as follows:

“My name is John Q. Public, I am of sound mind and competent to make this Affidavit.

I am the owner of that certain land lying and being situated in Smith County, Texas, and being more particularly described as follows:

Cite the deed/plat records with volume and page number – i.e. “Lot 1314 and 1315 of the Royal Oaks Estates subdivision in Llano County, Texas, according to the map or plat there of recorded in Volume 4, Page 19, Plat Records of Llano County, Texas, and pursuant to Warranty Deed with Vendor’s Lien dated March 8, 2001, recorded in Volume 112, page 186, Llano County Deed Records.”

The lots described above shall not be sold separately due to the location of an on-site sewage facility, in accordance with Title 30 Texas Administrative code Section 285.4(b)(2), as amended.”

\_\_\_\_\_  
Affiant

SUBSCRIBE AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires:  
\_\_\_\_\_

