

**HILL COUNTY PUBLIC WORKS
Environmental Compliance Division
201 EAST FRANKLIN ST
HILLSBORO TX**

**INSTRUCTIONS & REQUIREMENTS FOR SUBMITTING ON-SITE SEWAGE FACILITY
APPLICATIONS IN HILL COUNTY**

PERMITS FEES:

\$325.00 - Standard / Conventional System

\$475.00 - "Non Standard" (ie.Aerobic, LPD, Drip Emitters, ET Beds, Holding Tanks) /Commercial Facility **multi-family residences**

- § Obtain an application from the Hill County Public Works office.
- § A licensed site evaluator must conduct a complete site evaluation. A detailed report, documenting the results of the soil and site conditions, must be submitted.
- § Have planning materials prepared by the required individual. Standard systems may be prepared by the owner or the installer. Non-standard and proprietary systems must be prepared by a professional engineer or a professional sanitarian.
- § Submit completed application and technical information sheet. Remit the appropriate fee and two copies each of the following: site evaluation results; all planning materials; a recorded affidavit (if required); a signed maintenance contract (if required). Directions to the site should also be included.
- § The application and planning materials will be reviewed by staff at the Hill County Public Works office. Non-standard planning materials may be reviewed by TCEQ central office staff in Austin.
- § If approved, an Authorization/Permit to Construct will be issued. The Authorization/Permit to Construct is valid for one year from the date of issuance.
- § The installer must notify the Hill County Public Works office at least five working days before the date of the construction inspection. All excavations must be left open until the inspection has been completed.
- § If the installation is approved, a Notice of Approval (Permit/License to Operate) will be issued to the owner within seven days.
- § **NOTE:** A reinspection fee equal to ½ the permit fee must be paid by the installer for each time the system must be reinspected. All fees must be paid before a Notice of Approval (Permit/License to Operate) will be issued.

**ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID BY CHECK OR MONEY ORDER.
PAYMENTS MUST BE MADE PAYABLE TO HILL COUNTY PUBLIC WORKS / HILL COUNTY.**

CASH WILL NOT BE ACCEPTED.

**Mike Watson, Designated Representative
#OS0027457**

Phone No 254/582-0409

