



## **HILL COUNTY SHERIFF'S OFFICE - ENVIRONMENTAL COMPLIANCE UNIT**

406 HALL STREET - HILLSBORO - TEXAS - 76645

254-582-5313 EXT 414

[www.co.hill.tx.us](http://www.co.hill.tx.us)

### **APPLICATION FOR ON-SITE SEWAGE FACILITY (OSSF) PERMIT** **INSTRUCTIONS & REQUIREMENTS**

\$325.00 STANDARD CONVENTIONAL SYSTEM

\$475.00 NON-STANDARD SYSTEM

(NON-STANDARD SYSTEMS INCLUDE, BUT NOT LIMITED TO: AEROBIC/LPD/DRIP EMITTERS/ET BEDS/HOLDING TANKS/COMMERCIAL FACILITY/MULTI-FAMILY RESIDENCES)

**OBTAIN AN APPLICATION FOR OSSF PERMIT:**

-HILL COUNTY TAX OFFICE

COUNTY COURTHOUSE, 1<sup>ST</sup> FLOOR, WEST SIDE, HILLSBORO

[www.hilltax.org](http://www.hilltax.org) 254-582-4000

-HCSO – ENVIRONMENTAL COMPLIANCE UNIT

406 HALL STREET, HILLSBORO 254-582-5313 EXT 414

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**A SITE EVALUATION MUST BE CONDUCTED BY A LICENSED EVALUATOR. A DETAILED REPORT DOCUMENTING THE RESULTS OF THE SOIL/SITE CONDITIONS MUST ACCOMPANY THE APPLICATION FOR OSSF PERMIT.**

**PLANNING MATERIALS MUST BE COMPLETED BY THE REQUIRED INDIVIDUAL. STANDARD CONVENTIONAL SYSTEM PLANS MAY BE PREPARED BY THE OWNER OR INSTALLER. NON-STANDARD SYSTEM PLANS MUST BE PREPARED BY A PROFESSIONAL ENGINEER OR PROFESSIONAL SANITARIAN.**

**SUBMIT A COMPLETED OSSF PERMIT APPLICATION (TWO (2) PAGES), THE APPLICATION FEE (\$325.00 STANDARD/\$475.00 NON-STANDARD), SOIL/SITE EVALUATION RESULTS, ALL PLANNING MATERIALS, RECORDED "AFFIDAVIT TO THE PUBLIC", AND EXECUTED MAINTENANCE CONTRACT (IF REQUIRED) TO THE:**

HILL COUNTY TAX OFFICE

PO BOX 412

1 WACO STREET, COUNTY COURTHOUSE, 1<sup>ST</sup> FLOOR

HILLSBORO, TX 76645

**THE APPLICATION/PLANNING MATERIALS WILL BE REVIEWED BY THE HILL COUNTY SHERIFF'S ENVIRONMENTAL COMPLIANCE UNIT PERSONNEL AND/OR THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.**

**IF APPROVED, THE "AUTHORIZATION TO CONSTRUCT" PERMIT WILL BE ISSUED. THE AUTHORIZATION TO CONSTRUCT PERMIT IS VALID FOR ONE (1) YEAR FROM THE DATE OF ISSUANCE.**

**THE INSTALLER MUST CONTACT THE HILL COUNTY SHERIFF'S ENVIRONMENTAL COMPLIANCE UNIT FIVE BUSINESS DAYS BEFORE THE REQUESTED DATE OF THE CONSTRUCTION INSPECTION. THE EXCAVATION/INSTALLATION SITE MUST REMAIN OPEN UNTIL THE INSPECTION HAS BEEN COMPLETED AND APPROVED.**

**IF APPROVED, A NOTICE OF APPROVAL PERMIT/LICENSE TO OPERATE WILL BE ISSUED TO THE OWNER WITHIN SEVEN DAYS.**

**NOTE: A RE-INSPECTION FEE EQUAL TO ONE HALF (1/2) THE PERMIT APPLICATION FEE MUST BE PAID FOR EACH TIME THE SYSTEM MUST BE RE-INSPECTED DUE TO A DISAPPROVAL. ALL FEES MUST BE PAID TO THE HILL COUNTY TAX OFFICE. THE TAX OFFICE ACCEPTS CASH, CHECKS, VISA AND MASTERCARD.**

#### **FOR ADDITIONAL INFORMATION OR TO REQUEST AN INSPECTION CONTACT:**

JOHN MILLER, HCSO ENVIRONMENTAL COMPLIANCE UNIT OFFICER

254-582-5313 EXT 414

[jmiller@co.hill.tx.us](mailto:jmiller@co.hill.tx.us)