



HILL COUNTY SHERIFF'S OFFICE – ENVIRONMENTAL COMPLIANCE UNIT

JEFF WARD 254-337-1210
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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 are not limited to: Aerobic/ LPD/ Drip Emitters/ ET Beds/ Holding Tanks/ Commercial Facilities/ Multi-Family Residences)

OBTAIN AN APPLICATION FOR OSSF PERMIT:

HILL COUNTY TAX OFFICE
126 S COVINGTON, HILLSBORO, TX 76645
www.hilltax.org 254-582-4000
-HCSO-ENVIRONMENTAL COMPLIANCE UNIT
406 HALL STREET, HILLSBORO 254-582-5313
www.co.hill.tx.us

- _____ 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, 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
126 S COVINGTON 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 DEPUTY TO REQUEST A 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 REINSPECTED DUE TO A DISAPPROVAL.
ALL FEES MUST BE PAID TO THE HILL COUNTY TAX OFFICE.
THE TAX OFFICE ACCEPTS CASH AND CREDIT CARDS. THERE IS A SERVICE FEE WHEN USING A CREDIT CARD.
- FOR ADDITIONAL INFORMATION OR TO REQUEST AN INSPECTION CONTACT:
DEPUTY JEFF WARD, HCSO ENVIRONMENTAL COMPLIANCE UNIT OFFICER 254-337-1210