

Collin County Development Services Permit Application



Property Owner:	Current Mailing Address (Street, City and Zip):	Daytime Phone #:
Renter Name (if applicable)	Address to mail OSSF (Septic) License to Operate System (Street, City and Zip):	Alternate Phone #:

Project 911 Address (If different from above):

Detailed Directions to Project Site:

Project Description (Please circle or complete all applicable and N/A all non-applicable)

New Construction	Septic System	Project Information
HOUSE BARN/SHOP/GARAGE/STORAGE SWIMMING POOL REMODEL/ADDITION MANUFACTURED HOME OTHER: _____	NEW REPAIR UPGRADE IN CITY LIMITS	SQ. FT. (Heat/Cool)) _____ # OF BEDROOMS _____ # OF BATHS _____ # OF KITCHENS _____ with ISLAND: Y or N GARAGE: ATTACHED or DETACHED JACUZZI TUB: Y or N FIREPLACE: Y or N w/ LOG LIGHTER: Y or N HEAT: ELECTRIC or LP WATER HEAT: ELECTRIC or LP TYPE OF NEW SEPTIC BEING INSTALLED: _____
<u>IF EXISTING SEPTIC SYSTEM – COMPLETE THIS SECTION AS THOROUGHLY AS POSSIBLE:</u> NAME OF ORIGINAL PERMIT HOLDER: _____ TYPE OF SYSTEM: _____ APPROX. AGE: _____ PERMIT #: _____ INSTALLER: _____		

BRIEFLY DESCRIBE TYPE OF WORK BEING DONE:

IF DIRT WORK IS BEING DONE, PLEASE DESCRIBE THE NUMBER OF ACRES DISTURBED:

CONTRACTOR INFORMATION
 PLEASE PROVIDE THE COMPANY NAME, ADDRESS AND TELEPHONE NUMBER FOR EACH APPLICABLE CONTRACTOR WORKING ON THE PROJECT

	<u>COMPANY NAME</u>	<u>ADDRESS (STREET, CITY, ZIP)</u>	<u>PHONE</u>
BUILDER:	_____	_____	_____
SEPTIC SITE EVALUATOR: (INDIVIDUAL'S NAME)	_____	_____	_____
SEPTIC INSTALLER: (INDIVIDUAL'S NAME)	_____	_____	_____

A TCEQ LICENSE IS REQUIRED FOR ALL OSSF INSTALLATIONS AND REPAIRS.

POWER CO.: _____ **GAS CO.:** _____

CONTACT NAME FOR QUESTIONS AND PERMIT PICK UP (PERMIT CAN NOT BE ISSUED WITHOUT CONTACT INFO):

NAME: _____ **PHONE#:** _____ **ALT. PHONE#:** _____

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

**COLLIN COUNTY DEVELOPMENT SERVICES DEPARTMENT
4690 Community Ave., Suite 200
McKinney, Texas 75071**

**AEROBIC WASTEWATER TREATMENT SYSTEMS
HOMEOWNERS INFORMATION**

Collin County does not require Aerobic Systems. Alternative systems are available.

License to Operate:

A dwelling/building must not be occupied until the septic system has passed the final inspection and has been issued a License to Operate.

Maintenance Contracts:

Maintenance contracts go into effect the day the system is approved. The original installation contract is good for 2 years from that date. Maintenance contracts must be maintained at **ALL** times. After 2 years the owner is responsible to renew the contract, but not required to use the original installer. Renewals must be submitted to our department 30 days prior to the expiration of the contract.

Testing and Reporting:

Maintenance companies shall inspect a system 3 times a year minimum. This shall be done at 4-month intervals. Copies of the report shall be sent to our Department and to the homeowner.

Chlorine:

Chlorine must be maintained in surface irrigation systems at **ALL** times. Chlorine is present to destroy any waterborne diseases that may be present. The homeowner is responsible to make sure the system always has chlorine (even if your maintenance contract includes adding the chlorine). Approved chlorine tablets must be used, **not swimming pool chlorine.**

Property Access:

The owner must provide access to the aerobic unit when requested by the Maintenance Company and/or our department. This shall be provided during normal working hours (8am – 5pm, Monday – Friday). Collin County inspectors are not required to ask permission to enter your property for the purpose of spot checking your septic system or investigating related complaints.

Problems:

If a problem arises with a unit after installation, contact the Maintenance Company immediately. If at any time a problem is not corrected or the company fails to provide the required maintenance, contact our department.

Altering the Aerobic Unit:

Once an aerobic unit has been installed and inspected, it may not be altered (by the owner or a licensed installer) in **ANY** way. This includes moving or changing the spray of the sprinklers or connecting another residence to the system. If something needs to be altered you must come to our office and apply for a Septic Repair/Upgrade Permit.

I have read and understand the requirements outlined above. I understand that it is my responsibility to learn about current and new regulations passed by Collin County and the State of Texas. Further, I agree to meet all state and county regulations.

Land owner signature: _____ Date: _____ Permit #: _____

CHANGE OF OWNERSHIP OSSF (AEROBIC) SYSTEM

Each new owner of an existing Aerobic System is required to provide the Collin County Development Services Division with a completed Change of Ownership form within 15 days of the closing date.

ORIGINAL PERMIT NUMBER: _____

PREVIOUS OWNER'S NAME: _____

PROPERTY ADDRESS: _____

NEW OWNER'S NAME: _____

NEW OWNER'S SIGNATURE

DATE

*****NOTE:** Aerobic septic system owners are required to provide a Maintenance Contract and Homeowner's Information Sheet along with their Change of Ownership form.***