

Camille Hines
Red River County Auditor
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**PLEASE INCLUDE GEO NUMBER - THIS CAN BE OBTAINED FROM THE
RED RIVER APPRAISAL DISTRICT – 903-427-4181**

**ALL BLANKS MUST BE FILLED OUT ON APPLICATION. PLEASE INSERT
(N/A) IF BLANK IS NOT APPLICABLE TO YOU.**

**THE AFFIDAVIT MUST BE FILED WITH THE RED RIVER COUNTY CLERKS
OFFICE PRIOR TO SUBMITTING APPLICATION – CURRENT FEE \$25.00 –
PAYABLE TO RED RIVER COUNTY CLERK**

**FILED AFFIDAVIT AND COMPLETED APPLICATION TO BE SUBMITTED TO
THE RED RIVER COUNTY AUDITOR'S OFFICE – CURRENT FEES \$310.00
(RESIDENTIAL) & \$510.00 (COMMERCIAL) – PAYABLE TO RED RIVER
COUNTY**

**THANK YOU,
RED RIVER COUNTY AUDITOR'S OFFICE**

OSSF SEPTIC PERMIT APPLICATION

This OSSF permit application packet contains the application and other necessary documents to submit a permit application to the following jurisdictions located in Region 5 of the Texas Commission on Environmental Quality. This packet was developed to allow more consistency among Permitting Authorities (visit website listed below for complete listing). There may be additional forms required by the Permitting Authority where the OSSF is being installed.

COUNTIES			LAKE AUTHORITIES
Bowie County	Marion County	Upshur County	Sabine River Authority-Lake Fork Division
Camp County	Morris County	Van Zandt County	Tarrant Regional Water District - Cedar
Cass County ***	Rains County	Wood County	Creek Lake and Richard Chambers Lake
Franklin County	Red River County		Titus County Fresh Water Supply
Gregg County *	Rusk County	MUNICIPALITIES	Titus County Fresh Water Supply -
Harrison County *	Smith County *	City of Athens	District #1 - Lake Bob Sandlin
Hopkins County	Titus County	City of Longview	
* Additional forms required by Permitting Authority			
** Will accept all forms except the application.			
*** Will accept all forms except the application and affidavit.			

Steps to take to obtain permit:

- Obtain permit application packet from the Permitting Authority.
- Have a registered Site Evaluator or Professional Engineer perform the mandatory site evaluation as identified in 285.30 in the OSSF rules.
- Submit completed application (in property owners name) with all pages intact and no blank lines). Include the appropriate fee and original copies of each of the following: 1) planning materials; 2) site and soil evaluation; 3) system design to scale; 4) affidavit and maintenance contract (if required); and 5) accurate directions to the site.
- The Permitting Authority shall review the application, fees, and planning materials, and owner will be notified as to the status. Non-standard systems may require review of TCEQ staff in Tyler or Austin, depending on the complexity of the system and could lengthen the process.
- Upon approval, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issuance.
- Begin construction. An inspection of the installation is required before covering any part of the system without prior approval. The Installer is responsible for making sure he/she installs the system as approved by the Permitting Authority, even if changes were made by the Designer.
- After the system has been inspected and found to meet the requirements of the TCEQ Rules and all required documents have been submitted, a Notice of Approval will be issued to the owner.

NOTE: Some Permitting Authorities have adopted more stringent standards than are written in the TCEQ Rules. This may require additional planning or change in the overall design of the system. Check with your local Permitting Authorities to find out about any additional requirements in that jurisdiction.