



TARRANT COUNTY PUBLIC HEALTH ENVIRONMENTAL HEALTH DIVISION

1101 S. Main Street, Suite 2300, Fort Worth, TX 76104
817-321-4960 | FAX 817-321-4961 | www.tarrantcountytx.gov/health

OSSF Procedures

The following information is required to process your Tarrant County Residential and Non-Residential On-Site Sewage Facility application:

1. A site evaluation of the proposed disposal field area.
2. A completed application **signed by the owner of the property**. If the developer/builder still owns it at the time of application, they are the owner and must sign the form.
3. Fees - Two hundred and sixty dollars (\$260.00) which covers application, assessment, plan review, one (1) inspection and state mandated fee.
4. If the property is in the Extra-Territorial Jurisdiction (ETJ) of a city exercising its authority (Fort Worth, Mansfield, Haslet) you must include clearance documentation from the city.*

At this point the information will be reviewed, the site inspected, and the minimum system requirements established. If the site is acceptable for a standard septic system, you will receive a specification sheet detailing the minimum tank capacity and drain field size. If the site is unacceptable for a standard system, you will be notified of the need to install an alternative system.

Property Approved for a **Standard System**:

A design must be submitted showing the following:

- a. Property lines and dimensions (properties of several acres - just show distance to the closest line).
- b. Proposed location of dwelling (including driveways, decks, and other permanent structures).
- c. Proposed location of septic system including tanks and drainfield showing dimensions and setbacks.
- d. Proposed location of well(s), if applicable. (Include wells on adjacent property if within 100 feet).
- e. The 50- and 100-year flood elevation if present on the property.

A scale drawing is preferred, if not it must be representative and accurate. This drawing may be completed by the proposed installer (this includes homeowners, provided no-one is compensated for any work done on the system).

Property Requiring an **Alternative System**:

Alternative systems must be designed by a Registered Professional Sanitarian or Registered Professional Engineer.

Any alternative system proposing surface discharge, e.g., sprinklers, low pressure emitters, must also have the following documentation: (1) A copy of a service contract that lasts for two years and (2) A notarized affidavit that has been filed with the Tarrant County Clerk's Office (\$16.00 filing fee) indicating that a surface discharge system is on the property and that a service contract for the system must be in force and renewed as needed for the life of the system and all copies submitted to TCPH.

All Systems

Upon review of the submitted materials, the plan will either be approved or denied. If denied, the applicant will be notified, and the reasons given. If approved, the plan will be stamped and initialed. A copy of the stamped design will be given to the installer. The stamped diagram is the permit to construct. **Any installation that is done without a stamped diagram in place will be considered illegal.** Notification for inspections must be made at least 24 hours in advance of requested inspection. Inspections must be performed within five working days of the request. At the time of the inspection, tanks must be set with all connections made, trenches/beds dug and leveled with rock if applicable, distribution piping laid, and backfill material must be on site. Alarms, pumps, filters, and other required equipment must be installed to allow testing for proper operation. Electrical hookups must be complete.

If additional inspections are required due to problems with the construction, a fee of \$75.00 is required.

Upon completion of the system inspection(s) a permit to operate is issued. There may be conditions associated with the permit to operate and these conditions must be met.

If you are building within a city, you should check with the city staff as to the availability of connection to a central sewer system. If connection is possible then a permit cannot be issued for a new or repaired on-site system.

* If you are unsure if your property is in the Extra-Territorial Jurisdiction of an applicable city, our staff has maps and will gladly assist you.

For further information about ETJ issues, contact the following departments:

- City of Fort Worth – Development Services – 817-392-8027
- City of Mansfield – Planning Department – 817-276-4229
- City of Haslet – Planning and Zoning – 817-688-2734

IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT OUR OFFICE BEFORE YOU TAKE ANY ACTION. CALL (817) 321-4960.



Tarrant County Public Health

