

**HUNT COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL SERVICES
2701 JOHNSON STREET, GREENVILLE, TX. 75401
Telephone: 903-408-4140 Fax: 903-454-2913
E-Mail Address: health@huntcounty.net**

HOW TO OBTAIN "AUTHORIZATION TO CONSTRUCT" FOR AN ON-SITE SEWAGE FACILITY

All items listed must be filled out properly. Any items missing or incorrect will delay the permit. All items listed must be turned in at the same time before payment for the permit will be accepted. The landowner must sign all documents requiring signatures.

Fee: **\$335.00 Residential**

Fee: **\$500.00 Commercial**

Application - (**Original** form in property owner's name)

911 addresses - For installation site

Developmental Permit (Fee- \$40.00)-Obtained at "Hunt County Health Department." If permit is being applied for in advance you must provide our office with the homeowner's name, the 911 address and a contact number. You can contact our office by phone at 903-408-4140.

Proof of Ownership - Copy of "deed" or "contract for deed"
Must be filed with County Clerk office and show filing stamp on the deed.

Survey plat map of the property

Metes and bounds of the property (usually in deed)

Accurate directions to the site from a major highway or FM road

Site Evaluation and design, technical information sheet (original)

Items listed below are also required for AEROBIC systems only.

"Affidavit" - Provided by our office. Must have metes and bounds to prepare.

Maintenance Contract - Signed by land owner and installer.

"Aerobic Wastewater Treatment Systems Homeowners Information" form must be signed by land owner.

"Authorization to Construct" will be issued when the application is reviewed and approved. (1-3 working days for this process if all paperwork is in order)

Payment: Our office is currently not set up to accept credit or debit cards. We accept cash/checks or money orders. If paying by check or money order three separate checks will be required (OSSF Permit, Development Permit and the County Clerks Office)