

GREENVILLE-HUNT COUNTY HEALTH DEPARTMENT
2700 JOHNSON STREET, GREENVILLE, TX. 75401
Telephone: 903-408-4140 Fax: 903-454-3721
E-Mail Address: health@huntcounty.net
Website: www.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:** \$310.00 (Residential or Commercial)
- Application - (Original** form in property owner’s name).
- 911 address** - For installation site.
- Floodplain Development Permit** (Fee-\$20) – Obtained at Hunt County Health Department. If this permit is being applied for in advance, a filled out “Floodplain Application” must be used. Applications can be found on Hunt County website under Health Department - Septic Systems or Floodplain Management.
- 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, 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 signed by the landowner.

“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 cannot take credit/debit cards. If paying by checks, three separate checks will be required (OSSF Permit, Development Permit, and the County Clerks Office if installing an aerobic system.)