

**GREENVILLE-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

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)

6/2/2022 OSSF CHECK LIST

HUNT COUNTY DEVELOPMENT PERMIT APPLICATION

Hunt County Health Department 2701 Johnson Street Greenville TX 75401 903-408-4140
PERMIT FEE \$40.00

1. Property Owner Name: _____
 Current Mailing address: _____
 Contact phone number(s): _____
 Email : _____

Property Information:

Property ID # _____ Number of Acres _____
 If located in a subdivision complete the following:
 Name of Subdivision: _____ Section # _____ Block # _____ Lot # _____

2. Nature of proposed development: (check ALL that apply)
- Requesting new 911 address
 - Residential or Commercial: If a business: Name _____ Type _____
 - New construction
 - Substantial improvement to existing structures
 - On-Site Sewage Facility
 - Alteration to or development within floodplain.
 - Other or Comments: _____

WARNING: Please read and acknowledge.

The flood hazard boundary maps and other flood data used by the Hunt County Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability on the part of Hunt County, the Hunt County Floodplain Administrator or any officer or employee of Hunt County in the event flooding or flood damage does occur. Note: Additional federal, state or local, permits may be required.
IF PROPERTY IS DETERMINED TO BE LOCATED IN A FLOODPLAIN, THE APPLICANT WILL PROVIDE A COPY OF THE PLANS FOR THE PROPOSED CONSTRUCTION.

Property Owner Signature

DO NOT WRITE BELOW THIS LINE

- Is any part of the property located in an identified flood hazard area? Yes No
 Is the proposed development located in an identified flood hazard area? Yes No
 Is the property located in the floodway? Yes No
 FIRM Zone Designation is: _____ FIRM Panel No. _____ Dated _____
 Base Flood Elevation at the site is _____ ft. NGVD (MSL) or is unavailable _____
 Is additional required (including letter of change)? Yes No
 Ensure that applicant is receiving the necessary federal, state, or local permits. Yes No

- Variance Issued Permit Application Approved Permit Application denied

Floodplain Administrator or representative _____ Date _____ Permit Number _____

New 911 address if requested: _____