

## SEPTIC TANK APPLICATIONS PERMIT

Send to: Medina County Environmental Health Department, from 8 AM to 12 PM or 1 PM to 5PM Monday through Friday.

### **BEFORE AUTHORIZATION TO CONSTRUCT can be issued:**

- 1) You must have an accurate physical **Site Address** issued by 911 addressing. Sonya/ Sandra can be reached at 830 741 8997. They are a separate office from Medina County Environmental Health.
- 2) ALL OSSFs installed in Medina County require a **Design** to be completed by a licensed Site Evaluator, Registered Sanitarian or licensed Professional Engineer.
- 3) A **Septic Tank Locator Map** is necessary. It may be hand drawn or printed from Google Earth, Map Quest or other such entities.
- 4) Color copy of 2012 FEMA **Floodplain Map**. The map must include the Community-panel number or Firmette Number. Maps available at [www.msc.fema.gov](http://www.msc.fema.gov).
- 5) Be sure to **Sign and Date** to complete your permit. Only original signatures are accepted.
- 6) If an aerobic system is to be used, you will be required to have a **Signed Maintenance Agreement** and an **Affidavit to the Public** must be notarized and filed at the Medina County Courthouse located at 1100-16<sup>th</sup> St Hondo, TX 78861.
- 7) Legal description of the property with owners name and property address.
- 8) **DEED** to property or **TAX CARD**
- 9) **CASH, MONEY ORDER or Individual CHECK** per each application is necessary. Please make payable to Medina County. Fees are listed on application.
  - Failure to fill out required paperwork will result in a delay in the review process.
  - Inspections are conducted on Monday, Wednesday, and Friday. You are required to schedule your inspection at least one day in advance.
  - YOU must call at 8:30 am the day of your inspection in order to find out your inspection time, which is set depending on the number of inspections we have lined up.
  - If any additional visits have to be conducted after the first inspection, a \$50.00 re-inspection fee will apply.
  - **ALL PERMIT FEES ARE NON REFUNDABLE & ONLY GOOD FOR 1 YEAR.**

REVISION January 12, 2015