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) Home owners MAY NOT install their own septic system, unless they are an OSSF licensed installer.

2) ALL OSSFs installed in Medina County require a Design to be completed by a licensed Site Evaluator, Registered Sanitarian with a site evaluators license or licensed Professional Engineer.

3) You must have an approved physical Site Address issued by 911 addressing. Erin can be reached at 830-741-8997. They are a separate office from Medina County Environmental Health

4) A Septic Tank Locator Map is necessary. It may be hand drawn or printed from Google Earth, Map Quest or other such entities with location marked.

5) Color copy of 2020 FEMA Floodplain Map. The map must include the Community-panel number or Firmette Number. Maps available at www.msc.fema.gov. Please make sure septic site is marked.

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 that must be notarized and filed at the Medina County Courthouse located at 1100-16th St Hondo, TX 78861.

7) Legal description of the property with owner’s name and property address are required i.e. DEED to property or TAX ID CARD (www.medinacad.org)

8) 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 between 8:00 & 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. You may not request a time.

• 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 June 30, 2021