

**\*\*PLEASE NOTE – New Permit Fee: \$360.00 (effective 10-1-17)\*\***

The Commissioners' Court approved a Septic System Fee Adjustment in the amount of \$360.00 in Court on September 25, 2017 to be effective beginning October 1, 2017.

Most residences and businesses in Titus County, located outside incorporated city limits, are equipped, or will need to be equipped with an On-Site Sewage Facilities (aka OSSF). An OSSF may also be called a septic system, sewer system, etc.

All OSSF systems that are installed, subjected to a major repair, or are associated with a residence or building that undergoes a substantive change in square footage, usage, or occupancy, will **require a new OSSF permit prior to any work being done.** OSSF installation permits and required forms may be obtained in person from the Titus County Designated Representative (DR) and Environmental Investigator with the Titus County Sheriff's Office at 304 S. Van Buren in Mt. Pleasant, TX. OSSF permit forms may also be obtained online by going to <http://www.region5dr.com> which is a website that provides several useful resources when seeking a permit.

**Homeowners and OSSF Installers wishing to obtain an OSSF Permit, should pay the applicable fee to the Titus County Treasure at the Court House, located at 100 W. First Street. A copy of the receipt from the Treasure, must be presented to OSSF Inspectors, before applications will be considered for approval.**

All OSSFs that use surface application, an aerobic treatment pump, or any OSSF that requires continuing maintenance will **ONLY** be permitted after the permittee has filed an affidavit to the public (downloadable with permit form) with the Titus County Clerk's Office. A certified copy of the filed affidavit (not the original) shall be included with permitting documents at the time of application.

## Sewage System Permitting

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Completed permits and accompanying documents should then be delivered along with the receipt from the County Treasurer to the Titus County Sheriff's Office and submitted to the **Designated Representative** for review.

After reviewing the permit application, the Designated Representative will contact the person submitting the application, normally an Installer, to let them know that the permit is approved for construction and work can begin or that the permit was denied. Reason for denial will be noted along with the steps or requirements to be met in order for approval to be granted.

In remote cases it may be impossible to obtain a permit for the legal installation of an OSSF due to lot size, soil classification or other characteristics of the property.

**Installation, alteration or significant repair of an OSSF without obtaining a permit could result in criminal charges being filed against the owner, the installer or both.**