

**PROCEDURES FOR OBTAINING AN ON-SITE SEWAGE FACILITY
CONSTRUCTION PERMIT & LICENSE**

1. **A person may not construct, alter, repair, extend, or operate an On-Site Sewage Facility System without obtaining a permit and having plans approved.**
2. A site and soil evaluation must be conducted by a TNRCC Certified Site Evaluator.
3. System plans must be submitted by a Registered Professional Engineer (PE) or a Registered Sanitarian (RS) licensed to practice in Texas with experience in the design of on-site wastewater systems.
4. All applications need to have the property legal description fields fully completed. Every space on the application is required to be filled out. **Your application will be denied if all fields are not filled out.** If it is not applicable please put *N/A* in the field.
5. A permit application and planning materials must be prepared and submitted in the name of the property owner. Planning materials are plans and supporting materials (such as soil/site evaluations, **Affidavit to the public** copies of maintenance contracts for mechanical components and/or other materials) required for the purpose of obtaining a permit to construct and operate an OSSF.
6. **Before the application and plans are submitted to the inspector the Installer must pay a \$300.00 permit fee and a \$500.00 deposit.** The deposit is refundable after the inspector has issued a Notice of Approval, when the system has passed all inspections and is ready for operation.
7. The application and planning materials must be submitted to City Hall and then they are reviewed by the Designated Representative. Allow 5 working days for this procedure.
8. An authorization to construct must be granted before construction can begin.
9. **An electrical permit must be obtain by a license electrician \$55.00**
10. The system must be inspected by the Designated Representative at appropriate stages of construction depending upon the type of system.

A. Standard Treatment/Conventional Systems--3 Inspections

- (1) **FIRST INSPECTION** - When the tank is set in place and the excavations for the lateral lines have been leveled. (No pipe or gravel in the excavations but should be on site for approval.)
- (2) **SECOND INSPECTION** - The tight lines should be connected and the lateral lines set and leveled within the required amount of gravel.
- (3) **THIRD INSPECTION** - The laterals must be filled to the top with suitable soil and mounded with 4" of suitable soil.

B. Property Treatment/Aerobic Plants. Must be approved by TNRCC as a Class I treatment plant. Minimum of 1 inspection.

Note: Contractor shall schedule all inspections at least 2 working days in advance. Please call City Hall at 494-2023 ext 221 to schedule a septic inspection.

10. A license to operate will be issued when the completed system has passed all inspections.

EVERY SPACE ON THIS APPLICATION IS REQUIRED TO BE FILLED OUT. IF IT IS NOT APPLICABLE THEN YOU MUST PUT N/A IN THE FIELD.

**THE TOWN OF HOLLYWOOD PARK
ON-SITE SEWERAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT**

PERMIT ~~##~~ _____

DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND OR ADMINISTRATIVE PENALTIES.

OWNER'S NAME: _____

COUNTY: Bexar

Professional design required?: Yes No

If yes, professional design attached: Yes No

I. SEWER (House drain):

TYPE AND SIZE OF PIPE: _____ SLOAPE OF SEWER PIPE TO TANK: _____

DAILY WASTEWATER USAGE RATE: Q= _____ (gallons/day)

WATER SAVING DEVICES: Yes No

II. TREATMENT UNIT:

A. SEPTIC TANK:

- TANK DIMENTIONS _____
- SIZE/VOLUME REQUIRED _____

- LIQUID DEPTH (BOTTOM OF TANK TO OUTLET) _____
- SIZE /VOLUME PROPOSED _____

B. AEROBIC:

- MANUFACTURER _____
- SIZE/VOLUME REQUIRED: _____

- MODEL # _____
- SIZE/VOLUME PROPOSED _____

C. OTHER: _____

(Please attach description)

III. DISPOSAL SYSTEM:

TYPE: _____

- AREA REQUIRED: _____

- AREA PROPOSED: _____

IV. ADDITIONAL INFORMATION:

NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.

- A. SITE EVALUATION
- B. PLANNING MATERIALS

The attached checklist details those items that must be addressed under each of these categories.

DESIGNER'S SIGNATURE

REGISTRATION NO./ EXPIRATION DATE

DATE

___NEW INSTALLATION
___MODIFICATION

THE TOWN OF HOLLYWOOD PARK
APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION AND MODIFICATION

PERMIT NUMBER

COUNTY OF INSTALLATION

1. PROPERTY OWNER'S NAME: _____
(LAST) (FIRST) (MIDDLE)
2. PERMANENT MAILING ADDRESS: _____
3. TELEPHONE # DURING DAY: () _____
4. SITE ADDRESS: _____
5. LEGAL DESCRIPTION: Sec. Block Lot Date _____
SUBDIVISION: _____
OTHER THAN SUBDIVISION: ACREAGE _____ SURVEY _____
6. SOURCE OF WATER: ___PRIVATE WELL ___PUBLIC WATER SUPPLY _____
(Name Of Supplier)
7. SINGLE FAMILY RESIDENCE: No. Of Bedrooms _____ Living Area (ft:2) _____
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPES: _____
NO. OF EMPLOYEES/OCCUPANTS/UNITS : _____ DAYS OCCUPIED/WEEK: _____
9. SITE EVALUATOR: _____ CERTIFICATION #/EXPDATE = _____
10. DESIGNER: _____ LICENSE # (PE or RS) /EXP DATE: _____
PHONE # : _____
11. INSTALLER: _____ REGISTRATION # /EXP DATE: _____
PHONE # / FAX#: _____

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Town of Hollywood Park to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with the TNRCC's On-Site Sewage Facility Rules, TAC 30, Chapter 285.

12. _____ (Signature of Owner) _____ (Date)

THE TOWN OF HOLLYWOOD PARK

AUTHORIZATION TO CONSTRUCT AN ON-SITE SEWERAGE FACILITY

Permit Number _____

Property Owner _____

Mailing Address _____

Property Location _____

Bexar County, Texas

This serves to notify all persons that an on-site sewerage facility application, related technical data, and the appropriate fee have been received by the Town of Hollywood Park from the property owner. The application had been reviewed for technical and administrative consideration against the standards set forth by the Town of Hollywood Park. Approval is hereby granted for the construction as shown on the submitted plans.

Any modifications to submitted plans require approval by the Town of Hollywood Park prior to installation.

You or your installer must contact the Town of Hollywood Park within **FIVE (5) WORKING DAYS PRIOR** to completion to arrange the required inspection. The authorization to construct is valid for one year from the date of issue. If a final inspection had not been performed within one year of issue, a new application and fee will be required.

Comments:

Application Reviewer _____ DR# _____

_____ Date _____

THE TOWN OF HOLLYWOOD PARK

NOTICE OF APPROVAL OF ON-SITE SEWERAGE FACILITY

PERMIT # _____

Property Owner _____

Mailing Address _____

Property Location _____

Bexar County, Texas

This serves to notify all persons that the on-site sewerage facility owned by the above has satisfied design, construction, and installation requirements of the Town of Hollywood Park. This Town of Hollywood Park On-Site Sewerage Facility Permit is issued for the operation of the above-identified on-site sewerage facility.

ANY MODIFICATIONS TO THE STRUCTURE, SYSTEM COMPONENTS, OR CHANGES OF OWNERSHIP MAY REQUIRE A NEW PERMIT. The owner must notify this office for the aforementioned changes.

ADDITIONAL INFORMATION:

Inspector

DR License #

Date

OSSF Soil Evaluation

Date Performed: _____

Property Location: _____ Proposed Excavation Depth: _____

Name of Site Evaluator: _____ Registration Number: _____

Requirements:

- At least two soil excavations must be performed on the site, at opposite ends of the proposed disposal area.
- Locations of soil boring or dug pits must be shown on the site drawing.
- For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
- Describe each soil horizon and identify any restrictive features on the form. Indicate depths where features appear.

Soil Boring Number					
Depth (Feet)	Textural Class	Structure (if applicable)	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
0 _____					
1 _____					
2 _____					
3 _____					
4 _____					
5 _____					

Soil Boring Number					
Depth (Feet)	Textural Class	Structure (if applicable)	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
0 _____					
1 _____					
2 _____					
3 _____					
4 _____					
5 _____					

I certify that the findings of this report are based on my field observations and are accurate to the best of my ability.

Signature of Site Evaluator

Date

NOTE ****

It is required to obtain an Electrical Permit by a License Electrician, when doing Septic installation.

Electrical Permit fee **\$55.00**