

What is an On-Site Sewage Facility?

- A system for the treatment and disposal of wastewater that is generated and disposed on the property.
- Various types of treatment and disposal are available.

Did you Know?

- An On-Site Sewage Facility application must be approved before constructing a system.
- A final inspection of the system must be approved before using the system.
- Any building equipped with bathrooms, sinks, kitchens, etc. will generate wastewater.



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Phone: (830) 303-8858

Monday - Friday 7:30AM to 4:00PM



Guadalupe County Environmental Health Department

On-Site Sewage Facilities Information Guide

Provide citizens with adequate public health protection, prevent environmental pollution or injury arising out of the use of an on-site sewage facility.

Phone: (830) 303-8858

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If the property is not within a city limit or within 300 feet of an active sewer line and the project will generate wastewater, you will be required to apply for an On-Site Sewage Facility (OSSF) permit.



How do I apply for an OSSF? You must complete the on-site sewage facility application and submit the application with all required documents listed on the checklist.

How long does it take to get the application approved and receive a permit to construct the system? Most cases it will take 10 business days to approve the application and issue the permit; however, it may take up to 30 days due to complexity and/or high intake of applications.

How much does an OSSF cost to be installed? Costs will vary on the type or size of the system installed, generally between \$5,000-\$15,000. An OSSF must be installed by a licensed installer or the property owner for a single-family dwelling only.



Along with the On-Site Sewage Facility application you must also provide the following items:

- A site evaluation report which includes a soils investigation of the proposed installation site. The evaluation report must be signed by a registered sanitarian/site evaluator or professional engineer.
- Planning materials of the OSSF as required by the TCEQ Rules for OSSF Chapter 285 and Guadalupe County On-Site Sewage Facilities Order.
- Legal documentation of property ownership.
- Copy of issued driveway permit.
- Copy of well drillers report (if within 100' of site).
- Copy of recorded subdivision plat, if applicable.
- Copy of address assignment verification letter.
- Copy of non-residential building permit, if for commercial use.
- Affidavit to the public certification of OSSF requiring maintenance of system, required for advanced systems.
- Signed maintenance contract between property owner and maintenance provider, required for advanced systems.
- Copy of all current licenses of septic designers and septic installer.
- Permit fee. Payment is accepted by credit card, cash, or check made payable to Guadalupe County.



DO'S



DON'TS

DO:

- Have the tank pumped and cleaned by a TCEQ registered sludge transporter.
- Check the toilet for leaks periodically. Use a water-based dye to the flush tank and see if the dye appears in the toilet within 10 minutes (without flushing the toilet).

DON'T:

- Build over any part of an OSSF. Examples are driveways, storage buildings, and patios.
- Add chemical additives or the so-called enzymes. Some of these additives may even be harmful to the toilet's operation.
- Use the toilet to dispose of cleaning tissues, cigarettes, or trash.
- Drive or park vehicles over the OSSF.



- **Hydraulic overloading:** Compare the average gallons used per day with the amount specified on the system design.
- **Misidentification of soil or site conditions:** Subsurface water flow within the disposal field, subsurface restrictive horizons below the disposal field, or seasonally saturated soils.
- **Organic overloading:** A large amount of food and grease will most likely overload.
- **Age:** May need to be replaced if over 15 yrs.
- **Poor maintenance:** Advanced OSSF must be inspected every four months to ensure the system is working as designed.

