

**Andrews County Health Department (ACHD)
208 NW 2nd Street
Andrews, Texas 79714**

Checklist for completing application and septic system construction approval in Andrews County

- 911 address

- Pick-up application packet

- Complete site evaluation

- Bring completed application and site evaluation to ACHD

- Pay permit fee at ACHD

- Receive ACHD approval to construct septic system

- Install septic system

- Call for septic system inspection

- ACHD mails final approval to owner

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Procedure for obtaining an On-Site Sewage Facility Permit in Andrews County

1. To obtain a septic system permit you must **present an Addressing Authority Receipt (911 address)**. Contact Mike Cook for the addressing authority receipt, phone number (432) 523-5545, located at Andrews County Sheriff's Department, 201 N. Main Street, Andrews, TX.
2. **Obtain a permit application packet** from the Andrews County Health Department (ACHD) or from ACHD's website:
http://cms2.revize.com/revize/andrewstexas/departemnts/onsite_septic_facility_ossf_inspection.php. A completed application is required for permit approval.
3. After obtaining the permit application package **complete the front page** and **hire a site evaluator**. A list of site evaluators is available on ACHD's website. Obtain a more complete list at: www.tceq.com/compliance_support/license/olwe.html.
4. You must **obtain a site evaluation** from a TCEQ licensed site evaluator or Professional Engineer or Registered Sanitarian. The site evaluator must complete the site and soil evaluation pages of the application packet, sign and date, and provide license number. Include a GPS location of the septic tank in the application (recommend GPS at the location of tank lid or access riser). **No exceptions**.
5. After the site evaluation is done bring the completed permit application and site evaluation to the health department and pay the **permit fee, no exceptions**. The inspector will not collect fees in the field. **Fee schedule: \$ 250.00 Residential, \$ 500.00 Commercial, Re-inspection fee \$150.00, and research and copy fee \$25.00.**
6. **The installation process cannot begin until you receive approval from the health department.** The County OSSF officer (Designated Representative - DR) will review application forms and issue an Authorization to construct, via telephone, normally within 3 working days. If the DR denies the permit, he will notify the applicant by telephone with an explanation of denial. Incomplete forms and missing information can delay the approval process.
7. **Commercial Installations** require a **professional design** by a Professional Engineer or Registered Sanitarian and a **licensed professional installer**. The owner cannot install a commercial system. **No Exceptions**.
8. The homeowner may install a septic system on their own homestead only. If it isn't your residence, you must hire a licensed installer. Rental property is considered commercial property and requires a professional design and installer.
9. If a professional installer is to construct the system, include the installer's name, license number, and phone number on the permit application.
10. In the application include a clearly legible diagram of property, showing buildings, dwelling, driveways, tank, drain fields, water lines, wells, property lines, etc. Also show neighboring property wells, if drain fields or tank are within 100 feet of your property line.
11. Upon completion of system installation, **do not cover the system**, the property owner or installer must **notify the OSSF Inspector** (Designated Representative - 524-1434) and **set up** an appointment for an inspection. ACHD requires at least 24 hour notice prior to inspection.

Note* for final inspection, fill the tank to operating level with water. Do not cover the top of tank, panels, draw pipe and beds. Must have clearly visible access riser with a secure top if tank lid is greater than 12 inches below ground surface. Failure to leave system uncovered for inspection can result in delay or denial of Authorization to Operate system.

Prior to inspection, property owners must have 911 address signage posted on location. Andrews County ordinance requires numbers to be minimum of 5 inches in height and visible from the opposite side of the road. Numbers must be on contrasting background (black on white, etc).

The DR conducts all inspections. If a system does not pass inspection, the DR provides you an explanation of non-complaint areas and schedules a re-inspection. Permit applications are valid for 12 months. Systems not completed within the initial 12 month period, must pay a new permit fee. An additional fee is assessed if a system requires more than one re-inspection. Once the septic system is installed and inspected, the permit becomes valid and no additional renewal is required unless you change or modify the system. Modifications and emergency repairs require paying an additional re-inspection fee.

Jorge Martinez, RS
Designated Representative
TCEQ License # OS0029597
432 524-1434

NOTE

Failure to follow these rules and procedures can result in fines and penalties. Texas Health and Safety Code, Chapter 366 Title 30, Texas Administrative Code Chapter 285, OSSF.