

Web Access to Texas Commission on Environmental Quality (TCEQ)
Listings of Site Evaluators, Installers, Designated
Representatives, Maintenance Companies and Maintenance
Providers

Visit the [TCEQ Search Licensing or Registration
Information](https://www.tceq.texas.gov/licensing) at: <https://www.tceq.texas.gov/licensing>

Three license types are provided:

1. "Search Individual Licensing Information"
2. "Search Company Registration Information"
3. "Group Search Criteria"

To find any of the above-referenced professionals within a given county, use the "Group Search Criteria."

To do this, use the drop-down list from "Type and Level" and select which on-site sewage facilities (OSSF) professional license or registration level you want.

Use the drop-down list from "County" to select the applicable county. These licenses are valid statewide, so you may want to search in nearby counties as well.

Click "Search" to bring up the OSSF professionals for the selected criteria.



LCRA ON-SITE SEWAGE FACILITIES PROGRAM

Welcome to the LCRA On-site Sewage Facilities Program (OSSF) permitting process. LCRA staff members are available to answer questions about the process. For your convenience, LCRA has two offices to process your permit application. You may drop off your application at either location. The Austin office is at 3700 Lake Austin Blvd., Austin, TX, 78703. The other office is at 2643 N. Wirtz Dam Road, Marble Falls, TX 78654. You also can mail your application to: OSSF Program, LCRA, P.O. Box 220, S-204P, Austin, TX 78767-0220. For information about the process, please call 512-578-3216, Option 1.

To help you complete LCRA's OSSF application, LCRA has provided commonly used terms and a checklist. Frequently asked questions can be found at <http://www.lcra.org/water/quality/on-site-sewage/pages/faqs.aspx>.

Some terms that will help you through the application process include:

Site Evaluator - An individual who holds a valid license issued by the executive director according to Chapter 30 of this title and who conducts preconstruction site evaluations, including visiting a site and performing soil analysis, a site survey, or other activities necessary to determine the suitability of a site for an OSSF. A professional engineer may perform site evaluations without obtaining a site evaluator license.

Authorization to Construct - An authorization issued by LCRA to install, construct, alter and repair an OSSF. The permit consists of, but is not limited to, the authorization to start the project, conditions and requirements that apply to the site or system, and planning materials submitted in the permit application and approved by LCRA.

Modification - The addition to or improvement of part or all of an on-site sewage facility to meet current LCRA and TCEQ standards for such facilities.

New System - A system is considered new when there has never been an OSSF on the property at any time prior to this application.

Rules - LCRA's Rules for On-Site Sewage Facilities as adopted by the LCRA Board of Directors and approved by TCEQ, effective April 5, 2010.

Other definitions can be found in the [LCRA Rules](#) and [TCEQ's Chapter 285](#).



NEW OR MODIFIED OSSF SYSTEMS

If you are planning on installing a new on-site sewage facility (OSSF) or if you are modifying an existing system on your property, please follow the steps below. Having a **complete package** will ensure the process will run smoothly. We will need the following information to consider the application package complete. Please include a copy of this checklist when you submit your application package.

☐ **New System**

☐ **Modified System**

Required Materials

- ☐ Completed Application for On-Site Sewage Facilities Authorization to Construction (Form 1101), signed by the property owner and witnessed by a notary public.
- ☐ A copy of proof of property ownership in the form of a property deed or tax record.
- ☐ A map with directions to the property.
- ☐ Scale drawing or survey of the property showing the residence/establishment, easements, driveway, water wells and other permanent improvements to the property. Also show where temporary erosion controls will be placed during construction.
- ☐ Cross-sectional diagrams of the treatment units and all disposal areas.
- ☐ A copy of the soil evaluation for the property.
- ☐ Floor plan of the residence showing all rooms and interior walls, including closets, with dimensions of the heated/cooled square footage of the residence/establishment. The floor plan should be submitted on 11x17-inch tabloid paper or smaller.
- ☐ Sizing calculations for the treatment units and all disposal areas. This information can be provided on the plans or a separate work sheet and must include 1) the minimum liquid capacity of the tank or treatment unit based on the Tables II and III of TAC 30 §285.91; 2) the capacity to be provided by the tank or treatment unit; 3) the minimum disposal area required based on Table I TAC 30 §285.91 and §285.33; 4) the disposal area to be provided at the OSSF site; and 5) any supplemental calculations from §285.33 relevant to the proposed disposal system.
- ☐ Two sets of drawings of the OSSF are required for any drawings larger than 11x17 inches.
- ☐ A copy of the floodplain compliance letter or building/development permit from the appropriate floodplain administrator.
- ☐ For lots less than 1 acre, a copy of a recorded plat of the property with all associated plat notes. Provide two copies of the plat or contact our office to arrange to email the plat if the pages are larger than 11x17 inches.
- ☐ For surface/drip irrigation, aerobic with disinfection and evapotranspirative (ET) systems, a copy of the executed "Affidavit to the Public" must be submitted after it has been filed with the appropriate county. For surface/drip irrigation, aerobic with disinfection and ET systems, a copy of the executed "Affidavit to the Public" must be submitted after it has been filed with the appropriate county, along with a copy of the executed maintenance contract.
- ☐ TCEQ requires the OSSF to be installed on the same lot as the house. If space does not permit, another lot may be used under very specific conditions. Contact LCRA's office for additional submittal requirements.
- ☐ The appropriate application fee of \$260 for conventional systems (even if prepared by a registered sanitarian or professional engineer) or \$410 for professionally designed systems (systems identified on TAC 30 §285.91 Table IX as requiring a registered sanitarian or professional engineer design). Refer to the fee schedule for additional fees applicable to commercial systems disposing of more than 500 gallons per day.
- ☐ For surface/drip irrigation, aerobic with disinfection and ET systems, a minimum two- year contract with a licensed/certified maintenance provider.

Preparation of Property: Prior to submitting your application, you must mark the lot to show the following:

1. Proposed location of the septic tank, drain field, and house/establishment foundation area.
2. The property must be marked with a sign that can be seen from the road and includes the owner's name, address and/or legal description of the property. Information on this notice is used by the inspector when conducting inspections.

Variances: If you are requesting a variance to a rule/requirement, please submit a written request prepared by a registered sanitarian (R.S.) or professional engineer (P.E.) citing the rule that cannot be met and demonstrating equivalent or greater protection of public health and environment can be provided with an alternative means with this package. Variances for setback reductions will not be granted if a system that complies with the rules can be installed.

P.O. Box 220 L110, Austin, TX 78767
512-578-3216 or 800-776-5272, Ext.
3216 Fax 512-578-3501



2643 N. Wirtz Dam Road, Marble Falls, TX 78654
Fax 830-693-6242

Application for On-Site Sewage Facility (OSSF) Authorization to Construct

This box for LCRA use only

Application No. ____ Received by: _____

Fee: \$ Check No.: _____ Date: _____

() New System - **No** OSSF currently on property.

() Modification - Addition to or improvement of all or part of an existing OSSF to meet current standards. **State the reason for modification below. If the OSSF is failing, state which component(s) is/are failing.**

ALL INFORMATION REQUESTED MUST BE PROVIDED

Owner's last name (or company name)

First name

MI

Additional owner's name

If owned by a company, a copy of a corporate resolution that names the officers.

Mailing address, number and street or box

City

State and ZIP code

Home phone #

Business phone #

Cell #

Email Address

Property Information:

Nearest Lake _____ County _____

Gate Code _____

If within the city limits, circle one: Jonestown Lakeway Volente Lago Vista Briarcliff Granite Shoals

Name of Subdivision _____ Section No. _____ Block No. _____ Lot No. _____ Tax ID # _____

If property is not located in a subdivision, provide full legal description:

Property Physical Address: _____ City: _____

PROPOSED USE OF PROPERTY

- ☐ Single-family ☐ Multi-family (a separate application is required for each unit)
☐ Speculative home (home is being sold) ☐ Other - please describe

The heated/cooled living area of the residence will be _____ square feet. **Provide floor plan on no larger than 11x17-inch paper.**

State the TOTAL number of items below and enter (0) for none. Note the number of bedrooms to include heated and/or cooled rooms having adequate space, privacy and a closet.

1. Bedrooms _____ 2. Bathrooms _____ 3. Kitchens _____
4. Living Rooms _____ 5. Recreation Rooms/Dens _____ 6. Offices/Studies _____

If the structure is commercial or nonresidential, the quantity of wastewater estimated to be generated is _____ gallons per day. If the quantity exceeds 500 gallons per day, the system must be designed by a professional engineer or professional sanitarian. 1101.7/13

Source(s) of Water Supply

- ☐ Subdivision
☐ Water district, name of provider
☐ Well ☐ Cistern
☐ Lake pump (LCRA requires a contract for the use of water from the Highland Lakes)

Design Information (Check One): ☐ Standard design ☐ Professional design

If the OSSF planning materials have been prepared by someone other than the owner, complete the information below. If the system is required to be designed by a professional engineer or registered sanitarian per TAC 30 Ch.285 Table IX, this section **must** be completed and additional fees apply.

Designer's last name or company name	First name	MI
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Mailing address, number, street or box	City	State and ZIP code
--	------	--------------------

Home phone #	Business phone #	Cell #	Email address
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System design calculations and a site plan must be attached to this application. See the checklist for instructions.

For an additional fee, I request a copy of this permit be mailed to the installer and/or engineer/registered sanitarian selected.

Name and mailing address, fax number or email address (email preferred)

Property owner's signature or individual with the power of attorney
(P.O.A.) A copy of the P.O.A. must be submitted

Printed Name

Signature

Date: _____

THE STATE OF TEXAS

COUNTY OF

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20_____ A.D.

(SEAL)

Notary Public Signature

My Commission Expires



SOIL ANALYSIS FOR AN ON-SITE SEWAGE FACILITY

The following information must be submitted with the application package for review by LCRA.
 Failure to include or address all of the following items may result in approval delays.

Site Information		Site Evaluator	
Name of Owner		Name	
Site Address		Address	
City, State, ZIP		City, State, ZIP	
Phone No.		Phone No.	
County		County	

SITE EVALUATION: A minimum of two backhoe pits must be excavated at opposite ends of the proposed disposal area. The pits must be excavated to a depth of 2 feet below the proposed excavation, or to a restrictive horizon, whichever is less. The pit locations must be indicated. The site evaluation report shall include a groundwater evaluation, a surface drainage analysis and all applicable minimum separation requirements.

Backhoe Pit No.:							
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard	
0							
1							
2							
3							
4							
5							

Backhoe Pit No.:							
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard	
0							
1							
2							
3							
4							
5							

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

Site Evaluator _____

Date _____

Backhoe Pit No.:							
Depth (Feet)		Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0							
1							
2							
3							
4							
5							

Backhoe Pit No.:							
Depth (Feet)		Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0							
1							
2							
3							
4							
5							

Backhoe Pit No.:							
Depth (Feet)		Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0							
1							
2							
3							
4							
5							

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

Site Evaluator

Date

Floor Plan

(Must be submitted with application)

Show outside house dimensions, heated square footage, each room's use, all closets and all interior walls.
A resubmittal is required if changes are made to the house size or room configuration.

Signature

Date



LCRA ON-SITE SEWAGE FACILITIES PROGRAM FLOODPLAIN COMPLIANCE ACKNOWLEDGEMENT

LCRA's On-Site Sewage Facilities (OSSF) Rules require applicants to document compliance with applicable flood damage prevention regulations or documentation that such regulations are not applicable to this property.

This documentation must accompany the application for an LCRA on-site sewage facility construction permit.

Property owner: _____

Site address: _____

Legal description of property: _____

City (if applicable): _____

County: _____

Development Permit No.: _____

This documentation verifies that the applicant has complied with flood damage prevention regulations as described within the National Flood Insurance Act of 1968, 82 Stat. 572, 42 U.S.C.A.

Floodplain Administrator

Date

(Name of permitting authority) (Permitting authority will check applicable notes)

_____ No development shall occur until a _____ permit has been issued and posted.
(Name of permitting authority)

_____ To remain in compliance, a completed elevation certificate must be returned to _____ within _____ days of the first floor's completion.
(Name of permitting authority)

_____ Replacement of OSSF only.

_____ By law, the minimum finished floor elevation (FFE) of any habitable structure on Lake Travis must be at least 1 foot above the Federal Emergency Management Agency floodplain of 722 feet above mean sea level (feet msl). All new habitable structures must have an FFE of at least 723 feet msl.

SOURCES OF INFORMATION ON STANDARDS GOVERNING FLOODPLAIN DEVELOPMENT

You are required by your local floodplain management agency to obtain a determination as to whether or not your property requires a floodplain development permit. Under the National Flood Insurance Program (NFIP), cities and towns that participate in the NFIP regulate floodplain development within their corporate boundaries. Counties are responsible for regulating floodplain development in unincorporated areas. The regulations that participating communities adopt and enforce must meet certain minimum flood loss reduction standards established under the NFIP by the Federal Emergency Management Agency. Information regarding the NFIP, floodplain management or floodplain regulations can be obtained from the following sources.

**Federal Emergency
Management Agency** 800 North
Loop 288 Denton, TX 78201
817-898-5127

Texas Commission on Environmental Quality
Flood Management and Groundwater Programs
Section P.O. Box 13087
Austin, TX 78711
512-239-4770

Lower Colorado River Authority
P.O. Box 220
Austin, TX 78767-0220
512-473-3200

FLOODPLAIN ADMINISTRATION IN THE HIGHLAND LAKES AREA

Burnet County

Burnet County
220 South Pierce St.
Burnet, TX 78611
512-756-5420

City of Granite Shoals
410 North Phillips Ranch Road
Granite Shoals, TX 78654 830-
598-2424

City of Marble Falls
800 Third St.
Marble Falls, TX 78654
830-693-3615

City of Cottonwood Shores
3308 Cottonwood Drive
Marble Falls, TX 78654
830-693-3830

City of Meadowlakes 177
Broadmoor St., Suite A
Marble Falls, TX 78654
830-693-6840

City of Highland Haven
510-A Highland Drive
Highland Haven, TX 78654
830-265-4366

Llano County

Llano County
103 E. Sandstone St., Suite B
Llano, TX 78643
325-247-2039

City of Sunrise Beach
Village 124 Sunrise Drive
Sunrise Beach, TX 78643
325-388-6438

Travis County

Travis County 411
W. 13th St. Austin,
TX 78701
512-854-9383

City of Jonestown
18649 FM 1431, Suite 4A
Jonestown, TX 78645
512-267-3243

City of Lakeway 1102
Lohmans Crossing Road
Lakeway, TX 78734 512-
261-6098

City of Lago Vista
5803 Thunderbird St., Suite
101 Lago Vista, TX 78645
512-267-3253

Village of Briarcliff
402 Sleat Drive
Briarcliff, TX 78669
512-264-2274

City of Volente
15403 Hill St.
Volente, TX 78641
512-250-2075

P.O. Box 220 L110, Austin, TX 78767
512-578-3216 or 800-776-5272, Ext. 3216
Fax 512-578-3501



2643 N. Wirtz Dam Road, Marble Falls, TX 78654
Fax 830-693-6242

For certain OSSF systems, the OSSF Rules require the owner to record an affidavit in the county deed records of the county or counties where the OSSF is located. A certified copy of the affidavit must be submitted to LCRA prior to issuing a construction permit.

Affidavits are required for systems requiring continuous maintenance including:

- OSSF systems using secondary treatment
- Evapotranspirative (ET) systems where required per TAC 30 Ch.285.91(XII)
- Holding tanks

Properties using more than one lot for an OSSF will require a different affidavit to be filed to serve notice that the properties cannot be sold separately. Contact LCRA for the appropriate affidavit to use in this situation.

THE COUNTY OF _____
STATE OF TEXAS

AFFIDAVIT

In accordance with Texas Commission on Environmental Quality (commission) Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed Records of _____ County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code §285.91(12) will be installed on the property described as (insert legal description): _____

The property is owned by (insert owner's full name): _____

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally in accordance with the Lower Colorado River Authority (LCRA) rules.

Upon sale or transfer of the above-described property, the approval for continued use of the OSSF shall be transferred to the buyer or new owner following an OSSF inspection and approval by LCRA. If desired a copy of the planning materials for the OSSF may be obtained from the LCRA.

[Owner(s) Signature(s)]

STATE OF TEXAS

COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____, by _____.
[Name of signer]

[Seal]

[Notary Public's Signature]