

Instructions for Submitting a On-Site Sewage Facility Sale or Transfer of Ownership Inspection

Before you begin

- Contact LCRA's On-Site Sewage Facility program at ossf@lcra.org or 800-776-5272, ext. 3216 to obtain a preparation checklist, diagram of the OSSF and application packet.
- The permit fee can be paid by credit card or check. Credit card payments must be completed online. Checks must be mailed to the Austin OSSF office. The application is not considered received and will not be processed until LCRA receives the fee payment.
- Once LCRA has provided you with the the reinspection documents, you may submit your application online.
 - You will need the permit number listed on the preparation checklist to make sure your application is submitted to the correct permit/project. If the application is submitted to the incorrect project, LCRA will reject the application and you must reapply.
- Make sure to answer every question and upload the required documents. Incomplete applications will not be accepted and will be returned to you.

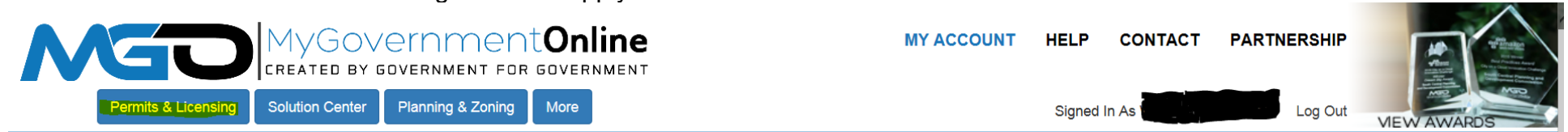
Submitting an application for reinspection

Step 1:

- Visit www.mygovernmentonline.org.
- If you already have an account, skip to Step 2.
- If you do not have an account, create one.
 - Important note: The phone number you use to create your account will be the phone number that must be used for all applications submitted to LCRA. MyGovernmentOnline will call your number to verify it. It is critical that you verify your number, otherwise you will not be able to link accounts/permits to your account without calling the MyGovernmentOnline support line to add your phone number.

Step 2:

- Log into your account.
- Hover over Permits & Licensing and click Apply Online.



Apply Online

Jurisdiction and Request Type *

Step 3:

- Fill in the fields as shown below.
- Select “LCRA” as the Jurisdiction. If you select another organization, your application will not be transferred to LCRA or seen by LCRA staff.
- Select “OSSF” as Project Type. if you select a different project type, the application will be rejected and you must resubmit.
- Click “Next”.



Apply Online

Jurisdiction and Request Type *

ⓘ Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

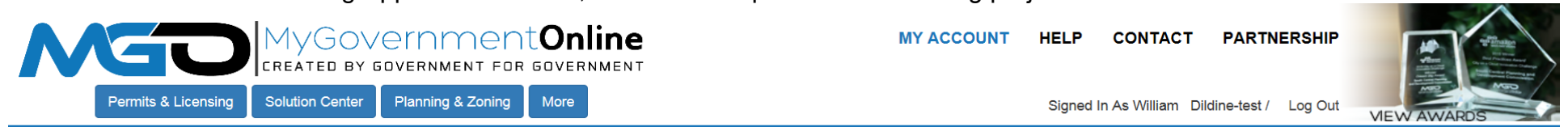
Country: * State: *

Jurisdiction: *

Project Type: *

Step 4:

- In the Online Permitting Application section, select “Add a permit to an existing project”.



Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Get Started on a New Application

Add a permit to an existing project

Step 5:

- In the Select an Application Type section, select “Reinspection Application”.
- Click “Next”.



Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type: * Reinspection Application

Sale Application

Back Next

Step 6:

- In the Search Project section, you must have the permit/project number from the preparation checklist LCRA provided.
- Enter only the permit number in the Project Number field. If you input additional data into the other fields, you may not get the correct file in the search return.
- Click Search.
 - The project will appear as depicted below.
- Click the Details button to the right of the project number and address.



Apply Online

Jurisdiction and Request Type * ▾

Online Permitting Application * ▾

Select an Application Type ▾

Search Project *

ⓘ In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#)

Project Number	Address	Business Name	First Name	Last Name
<input type="text" value="test-r"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project NumberAddress

TEST-R	3701 lake austin BLVD TEST TX	<input type="button" value="Details"/>
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Step 7:

- Click Select in the box displaying the permit summary.

The screenshot shows the MyGovernmentOnline website interface. At the top, there is a navigation bar with the logo 'MGDO MyGovernmentOnline' and the tagline 'CREATED BY GOVERNMENT FOR GOVERNMENT'. The navigation bar includes links for 'MY ACCOUNT', 'HELP', 'CONTACT', and 'PARTNERSHIP'. Below the navigation bar, there are buttons for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. The user is signed in as 'William Dildine-test' and can click 'Log Out'. A 'VIEW AWARDS' link is also present.

The main content area shows a search form with fields for 'Project Number', 'Address', 'Business Name', 'First Name', and 'Last Name'. The 'Project Number' field contains 'test-r'. A 'Search' button is located below the search fields. Below the search form, there is a table with columns for 'Project Number' and 'Address'. The table contains one row with 'TEST-R' and '3701 lake austin BLVD TEST TX'. A 'Details' button is located to the right of the table. Below the table, there are navigation arrows and a page indicator '1 - 1 of 1 items'.

A modal window titled 'Project #TEST-R' is open, displaying the following information:

- TEST-R** (with a '+ Select' button)
- Jurisdiction:** LCRA
- Type:** Unknown
- Create Date:** 2016-05-17T11:31:29
- Business Applicant:** William Dildine-test
- Physical Address:** 3701 lake austin BLVD TEST, TX
- Mailing Address:** .
- Lot Number:** 123456
- SubDivision:** LCRA COMPLEX
- Square Footage:** .

Step 8:

Reinspection Application

- Fill out all of the required fields (indicated with a red asterisk) on the sale application form.
- Click Next.

Step 9:

Files Upload

- Upload the application LCRA provided you, the floor plan of the structure and the MLS listing. If the property is not listed with a realtor, then the owner statement is sufficient.
- Submit your application.

Step 10:

- Once your application is submitted, you will see a submittal confirmation as shown below.

Application Submitted Confirmation

Your Application has been received by LCRA and has been assigned application number APP-654
 Your application can not be edited unless the jurisdiction returns it to you requesting changes.
 You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard.
 You will also receive an e-mail once the jurisdiction processes your application.

[CLOSE](#)

Step 11:

- LCRA will review your application for completeness and will send you an email with an invoice.

Paying the permit fee

Step 1:

- When you receive the invoice from LCRA, login to your My Government Online account to pay the reinspection fee.
- Click My Account.
- Open the corresponding project by clicking View Permit.

The screenshot shows the MyGovernmentOnline website. The header includes the MGO logo and the text "MyGovernmentOnline | CREATED BY GOVERNMENT FOR GOVERNMENT". Navigation links include "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERS". Below the header are buttons for "Permits & Licensing", "Solution Center", "Planning & Zoning", and "More". The user is signed in as "William Dildine-test".

View Permit	LCRA		TEST-M	TEST TEST LA		Active	01-01-1900
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Step 2:

- You will see the pending fee and a balance due.

- Click the Payments tab.

Jurisdiction: LCRA	Project Description: <input type="text"/>
Create Date: 12/15/2015	
Fees: \$70.00 Fees Paid: \$0.00	
Balance Due: \$70.00	
Status: Active	
Types: OSSF - Extra Trip to the Site (7671)	
Print Receipt	

Jurisdiction: LCRA	Project Description: <input type="text"/>
Create Date: 12/15/2015	
Fees: \$70.00 Fees Paid: \$0.00	
Balance Due: \$70.00	
Status: Active	
Types: OSSF - Extra Trip to the Site (7671)	
Print Receipt	

Overview	Contacts	Requirements	Payments
Assigned Project Types			

Step 3:

- Select Pay Online on the fee summary screen to pay with a credit or debit card.

OSSF - Extra Trip to the Site

Total

\$70.00

Amount Due

\$70.00

Payments Balance

Balance Paid: \$0.00

Balance Due: \$70.00

New Payment

Received Date 12/26/2018 Contact

Not Applicable

Type

OSSF - Extra Trip to the Site - OSSF - Extra Trip to the Site

Due

\$70.00

Payment Type

Amount

Credit Card

70

Pay Online