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:
- 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.

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.”
Step 4:
- In the Online Permitting Application section, select “Add a permit to an existing project”.

Step 5:
- In the Select an Application Type section, select “Reinspection Application”.
  - Click “Next”.

Select an Application Type
- Reinspection Application

Sell 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

<table>
<thead>
<tr>
<th>Jurisdiction and Request Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Permitting Application *</td>
</tr>
<tr>
<td>Select an Application Type</td>
</tr>
</tbody>
</table>

Search Project

1. 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].

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Address</th>
<th>Business Name</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>test-r</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search

Project Number | Address
---------|---------
TEST-R    | 3701 lake austin BLVD  TEST TX  Details
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.
Step 1:
- 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.

Step 2:
- You will see the pending fee and a balance due.
• Click the Payments tab.

Step 3:
• Select Pay Online on the fee summary screen to pay with a credit or debit card.
## OSSF - Extra Trip to the Site

<table>
<thead>
<tr>
<th>Total</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

### Payments Balance

- **Balance Paid:** $0.00
- **Balance Due:** $70.00

### New Payment

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Contact</th>
<th>Type</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/26/2018</td>
<td>Not Applicable</td>
<td>OSSF - Extra Trip to the Site - OSSF - Extra Trip to the Site</td>
<td>$70.00</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Amount</td>
<td>Payment Type</td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td>70</td>
<td>Pay Online</td>
<td></td>
</tr>
</tbody>
</table>