



Jack County OSSF Permit Process

(DO NOT START OSSF CONSTRUCTION WITHOUT THE PROPER PAPERWORK)

Minimum Lot Size is 1 Acre with Public Water or 2 Acres with a Private Well per Single-Family Residence
Texas information www.tceq.state.tx.us County information/forms www.jackcounty.org

PERMITTING PROCEDURES FOR YOUR ON-SITE SEWAGE FACILITY

Conventional Septic Permit Information

- **Application (2 pages)** – all forms must be Jack County/TCEQ approved.
- **Site and Soil Evaluation** performed by an **engineer, sanitarian or a licensed site evaluator**. This will determine what kind of system can be installed.
- **Design of the system** shall be completed by either an **engineer, sanitarian, or licensed installer** and must be approved by the county.
- **A copy of the plat or copy of a land survey** with legal description and lot size.
- **Fee for the permit** of \$360.00 payable in cash, check, money order, or card. (\$560.00 Commercial, multi-unit)
- **Inspection required** after installation and before coverup.

Aerobic Septic Permit Information

- **Application** – all forms used must be our state-approved forms.
- **Site and Soil Evaluation** performed by a **sanitarian, engineer or a licensed siteevaluator**. This will determine what kind of system can be installed.
- **Design of the system** shall be completed by either an **engineer or sanitarian** and must be approved by the county.
- **A copy of the plat or copy of a land survey** with legal description and lot size.
- **Service contract** with a licensed maintenance provider. Must be signed by both parties, dated and list the service providers name, address and phone number along with the homeowners name, address and phone number.
- **Affidavit to the public** a certified copy of the notarized affidavit **after** it has been filed in the County Clerk's office.
- **Fee for the permit** of \$360.00 payable in cash, check, money order, or card.
- **Inspection required** after installation and before coverup.
- Upon receipt of the above items Jack County will:
 1. **Within thirty (30) days** approve or deny an application.
 2. Problem resolution can take **up to thirty (30) days**.
 3. If the problem cannot be resolved and a **permit is denied** you will receive a **written denial**.
- A permit will be issued using the following requirement guidelines:
 1. The State of Texas Health Laws as passed by the Texas Legislature
 2. The On-Site Sewage Facilities Laws as passed by the Texas Commission on Environmental Quality

The person requesting the permit will be responsible for checking on the status of the permit. Until approval has been confirmed through the Jack County no physical parts of a system may be installed.

If you have any questions or need additional information please contact:

JACK COUNTY JUDGE
Monday through Friday, 8am to Noon & 1pm to 5pm at
100 N. Main St. Jacksboro, TX or call 940-567-2241