



## Hood County Environmental Health Department



### PERMITTING PROCEDURES FOR YOUR ON-SITE SEWAGE FACILITY

- A. To issue a permit for the construction of your on-site sewage system, Hood County Health Department must have the following applicable information:
1. 911 Addressing Confirmed with a 911 Address request form (817-579-3286)
  2. Application Forms: Completed
  3. Technical sheet
  4. Site / Soil Evaluation and Design as required for Alternative systems  
(By a Registered Sanitarian or Professional Engineer)
  5. Design: To scale required
  6. Survey or Plat: Legal description and lot size(ie; total acreage)  
Copy of the Plat  
Or  
Copy of a land survey
  7. An affidavit to the public that is filed with the County Clerk (For Aerobic Treatment Units and multiple lots). Use multiple lots affidavit only for a Conventional system on two or more lots.
  8. Maintenance Contract: For Aerobic Treatment Systems
- B. Upon receipt of the above items the Hood County Health Department will:
1. **Within five (5) business days** a decision on the on-site sewage system type and sizing can be made **if** all the applicable information is submitted and no problems exist.
  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** and a copy of the appeal process you may follow.
- C. 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
- (State Requirements that must be enforced by Hood County)**

- D. The Hood County Health Department will use the following in evaluation of your property and the system requirements as outlined by the State of Texas:
1. A Site/Soil Evaluation and Design as required  
(By a Registered Sanitarian or Professional Engineer)
  2. The Site Inspection by one of the Hood County Health Inspectors
  3. The Soil Survey Book of Hood Co. by USDA Soil Conservation Service.
- E. A permit to construct will be issued for a **conventional system if all the conditions are favorable.**
- F. **An Alternative System is required by The State of Texas** if there is **any indication** of an unsuitable soil, a restrictive horizon such as hardpan clay or rock, or evidence of ground water. A two-foot separation is required between the trench bottom of a conventional system and a restrictive horizon or ground water strata. A permit will be issued with the following conditions:
1. A design, by a Registered Sanitarian or a Professional Engineer, must be submitted to Hood County Health Department for approval before any construction on the system begins.
  2. There are currently several acceptable alternative systems, but conditions in Hood County lean to the following as most practical:
    - a. Surface Application – commonly called aerobic or sprinkler system. There is a mini sewage treatment system and after the effluent is treated it is sprayed on the ground
    - b. Low Pressure Dosing – The effluent is pumped under pressure into a large level drainfield, containing small diameter perforated pipe
    - c. Evapotranspiration Beds – commonly called ET Beds  
There are two (2) large shallow beds with some perforated pipe and gravel and the beds are filled and slightly mounded with sand. There is a diverter between the beds. During saturated conditions, only one (1) bed is used at a time allowing the second (2<sup>nd</sup>) bed to be drying.
- G. The person requesting the permit will be notified when the permit application has been approved and is ready to be picked up at our office.
- H. If you have any questions or need additional information please contact Hood County Environmental Health Department Monday through Friday, 8am to noon and 1pm to 5pm at 1402 West Pearl Street or call 817-579-3288.

Jeannie Stacks, R.S., Director



**Cindy Stafford**

911 Addressing Coordinator

911addressing@co.hood.tx.us

401 Deputy Larry Miller Dr  
Granbury, TX 76048

Phone: (817) 579-3286

Fax: (817) 408-2794

## HOOD COUNTY 911 ADDRESS REQUEST

Information gathered is used to help emergency service personnel respond to 911 calls. This form must be completed for all habitable structures in Hood County. Please note that the naming of road or assignment/re-assignment of an address is a ministerial act. Hood County, its employees or agents, do not warrant or assure that any road or easement is public or private nor what parties or landowners have a right to use said easement.

DATE OF REQUEST: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

EMAIL ADDRESS OR FAX FOR NOTIFICATION: \_\_\_\_\_

(\*After receiving notification of address, please post it on your mailbox using 3" reflective numbers and home or gate, using 4" reflective numbers to aid in emergency response. If your residence is not close to your mailbox, it is imperative that the entrance to your property AND your structure be marked with your address number. Address must be visible from both sides of the road. If you are not going to use this as your mailing address, it is still important that you display the address numbers for emergency services. If you live on a State Hwy, you must contact TXDOT for placement and installation of your mailbox, 254-897-2647. On County roadways, the mailboxes should be no closer than 1 foot from the road or further than 3 feet. If you have any questions on mailbox placement OR are going to construct a driveway, fence, etc., please contact the office of County Road Operations 817-579-3304 for County right-of-way regulations. This does not apply to private lanes.)

### 1. NATURE OF REQUEST

New construction of residential or commercial property

New driveway on existing property (\*Addresses are determined by the location of your driveway. If the location of your driveway changes you must contact this office to determine if a new address may be required.)

Other \_\_\_\_\_

### 2. PROPERTY INFORMATION

Road \_\_\_\_\_ Nearest Intersecting Road: \_\_\_\_\_

Appraisal District Account Number if known (ie, R100589; R40821) \_\_\_\_\_

Property will be marked by: **IDENTIFICATION ON THE GATE/ENTRANCE/MAILBOX/BOX**

SEPTIC  N/A  Existing  New (\*For NEW you must contact Environmental Health 817-579-3288 for permitting)

-----OFFICE USE ONLY-----

**ADDRESS** \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**According to our records, the post office responsible for delivery of your mail is \_\_\_\_\_ PO; however, the Postal Service is responsible for assigning ZIP Codes and mailbox placement. To ensure that your ZIP Code and the placement of your mail receptacle are correct you must contact your local post office.**

This information is provided by the Hood County 911 Addressing Coordinator with the information available in the Hood County 911 Addressing database. The data, however, is provided without guarantee of accuracy of date. It is not intended to imply property ownership. It is not intended to imply legal or contractual obligations in any respect, it is not an express or implied warranty.



**APPLICATION FOR ON-SITE SEWAGE FACILITY**

201 Bridge Street, Granbury, Texas 76048 (817) 579-3288 ph (817) 579-3268 (fax)

1. PROPERTY OWNER'S NAME \_\_\_\_\_  
(Last) (First) (Middle)
2. CURRENT MAILING ADDRESS: \_\_\_\_\_
3. DAYTIME TELEPHONE NO.: \_\_\_\_\_
4. EMAIL: \_\_\_\_\_
5. 911 SITE ADDRESS: \_\_\_\_\_
6. LEGAL DESCRIPTION: SEC: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT: \_\_\_\_\_ PLAT DATE: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_ PROPERTY ID: R \_\_\_\_\_  
OTHER THAN SUBDIVISION: Acreage: \_\_\_\_\_ Abstract/Survey Name: \_\_\_\_\_
7. PHYSICAL LOCATION/DIRECTIONS TO SITE: \_\_\_\_\_  
\_\_\_\_\_
8. SOURCE OF WATER:  Private Well  Public Water Supply \_\_\_\_\_  
(Name of Supplier)
9. SINGLE FAMILY RESIDENCE: No. of Bedrooms \_\_\_\_\_ Living Area (ft<sup>2</sup>) \_\_\_\_\_
10. COMMERCIAL/INSTITUTIONAL (other than single-family residence) TYPE: \_\_\_\_\_
11. SITE EVALUATOR & LICENSE NO: \_\_\_\_\_ PHONE NO: \_\_\_\_\_
12. DESIGNER & LICENSE NO: \_\_\_\_\_ PHONE NO: \_\_\_\_\_
13. INSTALLER & LICENSE NO: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Hood County Environmental Health Department to enter upon the above-described property for the purpose of lot evaluation and inspection of the on-site sewage facility (OSSF), as well as re-inspection of an approved OSSF every five years. A permit to operate the facility will be granted following successful inspection of the installed system, which indicates the system was installed in compliance with the TCEQ On-Site Sewage Facility Rules, TAC 30, Chapter 285.

\_\_\_\_\_  
(SIGNATURE OF OWNER or REPRESENTATIVE)

\_\_\_\_\_  
(DATE)

For Office Use Only

Pre-Construction Inspection Date: \_\_\_\_\_ Application Approval date: \_\_\_\_\_



# Hood County Environmental Health



## ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION FOR PERMIT

Professional design required?: Yes  No  If yes, professional design attached:  Yes  No

Site Address: \_\_\_\_\_

TYPE AND SIZE OF PIPING FROM: (EXAMPLE: 4" SCH 40 PVC)

Stub out to treatment tank: \_\_\_\_\_

Treatment tank to disposal system: \_\_\_\_\_

I. DAILY WASTEWATER USAGE RATE: Q- \_\_\_\_\_ (gallons/day)

Water saving devices:  Yes  No

II. TREATMENT UNIT:

A.  SEPTIC TANK  AEROBIC:

• Tank dimensions: \_\_\_\_\_ • Liquid depth (bottom of tank to outlet): \_\_\_\_\_

• Size proposed: \_\_\_\_\_ (gal) • Manufacturer: \_\_\_\_\_

• Model #: \_\_\_\_\_

• Size required: \_\_\_\_\_ • Size proposed: \_\_\_\_\_

• Pretreatment tank:  Yes SIZE: \_\_\_\_\_ (gal)  No

• Pump/Lift Tank:  Yes SIZE: \_\_\_\_\_ (gal)  No

B. Other:  Yes  No (If yes, attach description)

III. DISPOSAL SYSTEM:

Disposal Type: \_\_\_\_\_

Manufacturer and Model: \_\_\_\_\_

• Area required: \_\_\_\_\_ (square feet) • Area proposed: \_\_\_\_\_ (square feet)

IV. ADDITIONAL INFORMATION:

(Note – This information must be attached for review to be completed.)

A. Site Evaluation

B. Planning Materials

**DO NOT BEGIN CONSTRUCTION PRIOR TO OBTAINING AUTHORIZATION TO CONSTRUCT.  
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

SIGNATURE OF INSTALLER OR DESIGNER: \_\_\_\_\_ DATE: \_\_\_\_\_

If you have questions on how to fill out this form or about the on-site sewage facilities, please contact us at 817-579-3288.

201 W. Bridge Street • Granbury, Texas 76048  
Phone (817) 579-3288 • Fax (817) 579-3268

**DESIGN FOR STANDARD SYSTEMS**  
**AS BUILT DESIGN**

**Site Drawing**  
**Scale: 1 inch = 50 feet**

**Compass**  
**North**

**AFFIDAVIT TO THE PUBLIC**

**THE COUNTY OF HOOD  
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
(print name clearly)

(name of homeowner(s)) who, after being by me duly sworn, upon oath states that he/she is the owner of record of that certain tract or parcel of land lying and being situated in HOOD County Texas, and being more particularly described as follows:

INSERT legal description of property:

**SITE ADDRESS:**

<b>SECTION/UNIT:</b>	<b>BLOCK:</b>	<b>LOT(S):</b>
<b>SUBDIVISION:</b>		<b>PROPERTY ID#: R</b>
<b>ACRES:</b>	<b>SURVEY:</b>	<b>ABST:</b>

An on-site sewage facility (OSSF) requiring a maintenance contract, according to 30 Texas Administrative Code 285.91 (12) and Hood County On-site Sewage Disposal Order Section 10 (c) will be installed on the property as described above.

- 1.) The property owner of each on-site sewage facility shall continuously maintain a signed written contract with a valid maintenance provider and submit a copy of the contract to the Hood County Environmental Health Department (HCEHD) at least 30 days prior to the expiration of the previous contract.
- 2.) If the property owner or maintenance provider desires to discontinue the provisions of the maintenance contract, the maintenance provider or owner shall notify, in writing, the HCEHD, at least 30 days prior to the date service will cease. In the event that a maintenance company discontinues business, the property owner shall contract with a new maintenance provider within 30 days of the termination date and provide the HCEHD with a copy of the newly signed maintenance contract.
- 3.) All properties described herein that contain a portion of the OSSF may not be sold separately for the lifetime of the OSSF per Chapter 285.4 (b) (2) of Title 30 Texas Administrative Codes.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
Printed Name and Address

\_\_\_\_\_

\_\_\_\_\_

SWORN AND SUBSCRIBED TO AND BEFORE me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
(Print Property Owner's Name)

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF TEXAS**

Notary's Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**AFFIDAVIT TO THE PUBLIC**

**THE COUNTY OF HOOD  
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
(name of homeowner(s)) who, after being by me duly sworn, upon oath states that he/she is the owner  
of record of that certain tract or parcel of land lying and being situated in HOOD County Texas, and  
being more particularly described as follows:

INSERT legal description of property:

**SITE ADDRESS:**

**LOTS:                      BLK:                      ABST:                      SURV:**  
**ADDN:                      SEC:                      ACRES:**

The undersigned states that sewage will be transported across a legal property line to a second  
property owned by the undersigned. The undersigned attests that there is sufficient current  
information and documents that demonstrates an On-Site Sewage Facility cannot be installed  
on the property, which contains the single-family dwelling.

All properties described herein may not be sold separately for the lifetime of the On-Site Sewage  
Facility per Chapter 285.4 (b) (2) of Title 30 Texas Administrative Codes.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
Printed Name and Address

\_\_\_\_\_  
\_\_\_\_\_

SWORN AND SUBSCRIBED TO AND BEFORE me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_  
(Print Property Owner's Name)

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF TEXAS**

Notary's Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_





## Hood County Environmental Health



Below is a list of Registered Sanitarians and Professional Engineers who are qualified to perform site and soil evaluations on any property. These individuals have contacted this office and expressed an interest in performing site evaluations in Hood County, and are in good standing with Hood County. We cannot ethically recommend one individual over the others. This list is provided for your convenience only. We recommend that you call a couple of folks for pricing quotes and estimated timeline for the analysis being performed.

Please feel free to contact us with any questions or concerns.

Ashe, Vic, RS	Stephenville	254-592-9629
Kohl, Thomas	Tolar	817-739-4234
Lemmons, Debra, PE	Hico	817-279-2441
McAusland, James, RS	Granbury	817-894-7817
Mowrey, Ryen, RS	Granbury	817-408-9771
Simms, James, PE	Fort Worth	817-429-2346
Durand, Jeff RS	Willow Park	817-964-9636

## Hood County Environmental Health

Below is a list of licensed OSSF installers who are in good standing with Hood County. This list is not an endorsement, nor is it a complete list of those qualified to conduct work related to septic systems. For installation of a septic system a septic, installer's license is required, except when the system is installed by the property owner SELF ONLY. Work cannot be traded for, or contracted out, unless the person other than the property owner has an active and current installer's license issued by the Texas Commission on Environmental Quality (TCEQ).

<u>Installer</u>	<u>License #</u>	<u>Phone #</u>
Mowrey, Ronnie	OSII0490	817-573-2234
Scoggins, Jim	OSII1038	254-965-4344
Scott, Randall	OSII3455	817-573-8922
Embry, Mike	OSII4334	817-247-0967
Scarbro, Danny	OSII4616	817-373-3170
Matthews, Johnny	OSII2190	254-396-2219
Robinson, Jabe	OSII7491	817-614-3879
Stone, Keith	OSII26872	940-389-6895
Cox, James	OSII8151	817-991-5840
Barton, Marshall	OSII8160	817-774-9070
Davis, Scott	OSII8275	817-894-7077
Ledford, Dennis	OSII21962	817-596-9729
Davis, James	OSII22913	817-964-5543
Coleman, Mitch	OSII25135	817-573-4296
Holmes, Tommy	OSII25236	817-771-9518
Chandler, Todd	OSII28620	817-613-6949
Amyx, Andy	OSII27912	817-366-6329
Wienecke, Audie	OSII28457	817-579-0520
Heathington, Gerry	OSII1831	817-219-2807
Mitchell, Chris	OSII32936	817-596-9729
Hidalgo, James	OSII35536	682-999-9696
Sager, Jason	OSII8745	817-229-0665
Boyett, Austin	OSII7222	817-597-1692
Hoggarth, Troy	OSII3444	254-434-7908
Bryant, Mark	OSII31795	940-577-4425
Thompson, Zac	OSII35591	817-458-2673
Roberts, Raymond	OSII9863	254-396-2851
Moreno Samuel	OSII35912	682-319-6009
Scott, Jared	OSII35813	817-901-6888
Davenport, Jackie	OSII0466	817-925-5531

**ALL SEPTIC SYSTEMS IN HOOD COUNTY MUST BE INSTALLED ACCORDING TO APPLICABLE STATE OF  
TEXAS AND HOOD COUNTY LAWS AND STATUTES**  
**1402 W. Pearl St Granbury, TX 76048 Phone: (817) 579-3288**