



City of Terrell Municipal Development Department

201 E. Nash Street | Terrell, Texas 75160

972-551-6606

septic@cityofterrell.org

Procedures for Certification & Licensing of New On-Site Sewage Facility

A complete application must be submitted along with the following:

- Application fees are as follows: \$360 for Residential and \$610 for Commercial.
- Provide a copy of surveyor's field notes and a plat showing the property dimensions, acreage, easements, pre-existing septic's, existing building / homes, and proposed location of house and septic system on the lot. Stake out boundary lines.
- A soil evaluation is required by the State. You may have an independent Registered Sanitarian and/or a Professional Engineer licensed through the State of Texas to perform the evaluation. **You must provide a copy of the evaluation to the City of Terrell to obtain a permit.**
- If you are having an Aerobic Surface Irrigation system installed, you **must** file an OSSF Affidavit to the public at the Kaufman County Clerk's Office. A copy of the affidavit **must** accompany the application form. The affidavit may be obtained from the Municipal Development Department.
- Once receiving the completed application form, soil evaluation results, fees, and any other information that may be required, a permit to construct will be issued after being signed off by all permitting authorities in the Municipal Development Department. The Authorization to Construction will be issued giving the minimum size requirements based on the TCEQ "Construction Standards for On-Site Sewage Facilities".
- When the facility is completed it shall remain uncovered for inspection purposes. Inspections are by appointment only.
 - Inspections can be scheduled by calling the Municipal Development Department at least 24-hours before inspection is needed.
 - Do not cover up the system without a final inspection from our office
 - DR will need access to the property in order to complete the inspection
 - Licensed septic installer must be at the property at the time of the inspection
- Once the facility is ready for inspection and the appointment to our office has been made, a Sanitarian will inspect the facility. Inspections are done in accordance with the "Construction Standards for On-Site Sewage Facilities", an inspection report will be provided:
 - If the facility passes inspection, a license to utilize will be issued
 - If the facility fails to pass inspection, a report will be provided listing the reasons for failure and suggesting a remedy if appropriate
 - When a facility fails to pass inspection, corrections should be made, a re-inspection fee must be submitted (\$200 – Residential; \$300 – Commercial) and another inspection requested. No appointment will be scheduled until all fees have been paid.