

GREGG COUNTY HEALTH DEPARTMENT

405 East Marshall Avenue
Longview, Texas 75601
Office (903) 237-2621 Fax (903) 237-2608

HOW TO OBTAIN A GCHD PERMIT FOR AN ON-SITE SEWAGE FACILITY

CONVENTIONAL DESIGN (FEE: \$350.00)

Minimum lot size: ½ acre with community water, or 1 acre with water well. (Contact GCHD office concerning lots that do not meet above criteria, but were platted prior to January 1, 1988).

- Obtain an **Application** from GCHD
- Have a **Site Evaluation** (soil classification and design plan) performed by a **Registered Sanitarian** or **Professional Engineer**. Your designer must complete the **Technical Information Sheet**.
- Submit **Application**, **Technical Information Sheet** (in property owner's name) and **Acknowledgement of OSSF maintenance and management practices of water conservation measures** along with all other related documents for review.
- Submit the **Fee** and one copy of each of the following: **Site Evaluation Results** and **Diagram of System**.
- **Application** and **Plans** will be reviewed by GCHD.
- Upon approval, **Authorization** will be issued to begin construction.
- Begin construction*. An **Inspection** of the installation is required **Before** covering of the system. Contact our office at least **1 Working Day** in advance to arrange an inspection.
- After a successful inspection, a **Notice of Approval** will be issued to the owner.

PROFESSIONAL DESIGN (FEE: Single family-\$350.00 Commercial-\$450.00)

Irregular and/or **undersized lots**, substantial **variances** to the "**Construction Standards**", unconventional design, or innovative systems you must submit **Appropriate** supporting documents. For "**Aerobic Systems**", an **Affidavit to the Public** and a **Maintenance Agreement** must be submitted.

- Obtain an **Application** from GCHD.
- Hire a **Registered Sanitarian** or **Professional Engineer** to perform a **Site Evaluation** and **Design the System**.
- Submit the **Application**, **Technical Information Sheet** (in owner's name) and **Acknowledgement of OSSF maintenance and management practices of water conservation measures** along with all other related documents for review.
- Submit the **Fee** and one copy of each of the following: **Complete Design Plans** (including checklist, site evaluation results and system design).
- **Application** and **Plans** will be reviewed by GCHD.
- Upon approval, **Authorization** will be issued to begin construction.
- Begin construction*. An **Inspection** of the installation is required **Before** covering of the system. Contact our office at least **1 Working Day** in advance to arrange an inspection.
- After a successful inspection, a **Notice of Approval** will be issued to the owner.

***If a person other than the system owner does construction, that person must hold a valid Texas Installer Certificate**