

# O.S.S.F. POLICY MANUAL

## I. PERMIT PROCESS IN MILAM COUNTY

All constructions of, alteration, extension or repair to, on-site sewage facilities shall be permitted and inspected, regardless of the size of the tract of land

### PERMIT FEES

CONVENTIONAL SYSTEM	\$210.00
COMMERCIAL SYSTEMS & LOW PRESSURE DOSING	\$310.00
AEROBIC SYSTEMS	\$460.00
REPAIRS/TANK REPLACEMENTS	\$100.00
RE-ISSUEING A PERMIT	\$20.00
MODIFICATION OF EXISTING SYSTEM	\$110.00
REPAIR EXISTING SYSTEM	\$100.00
COPIES	1 <sup>ST</sup> PAGE - \$1.00                      0.50 each additional page

A fee of \$100.00 will be charged to obtain a permit to repair an existing system. If a system has never been licensed or no paperwork is on file for the system, it may be required that the system is upgraded to state standards which could include replacing the entire system.

To obtain a permit an On Site Sewage Facility application must be completed and submitted with the required plans and fee to the Milam County Health Department. Current applications may be obtained from the Milam County Health Department or online at [www.milamhealth.com](http://www.milamhealth.com). Older versions of the application will not be accepted. The newest application was updated 6/6/2012.

Payment must be received at the time the application is submitted in order for application to be reviewed. If an application is submitted without payment it will be denied after 30 days and a new application and fee must then be submitted. Payment can be made by cash, personal check, company check, cashier's check or money order. Milam County Health Department will not hold checks for any amount of time. If payment is made by check, it will be deposited.

If paying by check and the authorization to construct is given and the check is later returned for insufficient funds a notice of approval will not be given until the returned check has been paid in full with cash. Any installers that submit a check and it is returned for insufficient funds will no longer be allowed to pay by check.

**\*\*PAYMENTS MADE BY CHECK\*\*** Milam County reserves the right to wait until payments clear the bank before issuing authorizations to construct and/or notices of approval.

If there is a problem on the submitted application, a site evaluation will not be done until all errors have been corrected on the application. Applications with errors that need to be corrected or applications that do not have all the required information will be denied if the information is not provided within 30 days from the date the application was received. If the application is not approved after 30 days, that application will be void and a new application and fee will need to be submitted to the Milam County Health Department. It is a State Law [285.3 (c)] that ALL applications must be approved or denied within 30 days.

Authorization to construct will not be issued on Applications submitted to the Milam County Health Department until a site evaluation of the property has been completed by the Designated

Representative. Site Evaluations will be scheduled for the next business day (if time is available) on applications that are received before 3:00pm. Applications received after 3:00pm will be scheduled 2 business days away (if time is available).

If a Site Evaluator and the Designated Representative disagree on the type of soil at the OSSF site location, the Designated Representatives decision shall be the final decision. If there is still a disagreement, the site evaluator has the right to send a sample of the soil from the site to Texas A&M University in Bryan to have the soil analyzed. The fee for this is the responsibility of the site evaluator and/or installer.

Milam County will not give a "verbal authorization" for construction to begin on an OSSF system. State Law requires that an installer have the written authorization to construct on the job site and posted in plain view. Construction of an OSSF system is NOT ALLOWED until the authorization has been received from the authorized agent. Beginning construction without the written authorization can result in criminal and administrative penalties.

**PERMIT RE-ISSUES** If the Milam County Health Department has to re-issue an authorization to construct or a permit due to incorrect information given by the homeowner or their representative then a \$20.00 fee must be paid to the Milam County Health Department for that process. If after the authorization to construct is issued and the homeowner changes installers, a new permit must be issued with the correct installers information and license number.

Before covering any part of the system an inspection must be scheduled. Installers wanting an inspection need to schedule the inspection by calling the Milam County Health Department at least 1 day before the inspection will be needed. Same day inspections may be conducted if the Designated Representative is available.

Inspections will not be done before 9:30 am on any day. The Designated Representative is normally in the office Monday – Friday until 9:30am. This allows for Installers, homeowners and citizens to call with any questions they may have or to schedule inspections. All inspections must be scheduled at least 24 hours in advance. More notice may be required if another Designated Representative or TCEQ is filling in on the inspections.

Inspections will not be done on weekends or County designated holidays. For safety reasons, during the summer months, septic inspections will not be conducted after lunch. All inspections will be scheduled between 8:30am – 12 noon.

If you schedule an inspection, you are required to have tripod levels, transits and/or any other equipment on site and available for the designated representative to use if needed. If the equipment is not available or if you fail the inspection for any reason you will have to schedule a re-inspection and pay a fee equal to half of the permit amount. A re-inspection will not be conducted until you have paid the required re-inspection fee. The re-inspection fee is required by state law under section 285.3 (d)(5) The re-inspection fee MUST be submitted before a re-inspection will be scheduled. Re-inspection fees must be taken to the Milam County Health Department. Fees may be taken to the Cameron Office (Mon-Fri) or Rockdale Office (Tues & Thurs ONLY).

**Inspections for ET Bed systems** The designated representative for Milam County requires more than one inspection on all ET bed systems. The first inspection will be performed after you have dug your drain fields and lines and have your septic tank in place. Please notify the designated representative

when you are ready for your first inspection. The second inspection will be performed after you have your gravel, pipe and other required items in place (BEFORE COVERING UP). At the time of the second inspection, the sand that you will be using to backfill your drain field will be required to be onsite for inspection as well. The sand must be the proper type and class. Failure to have your backfill sand on location at this time will result in inspection failure and you having to schedule a re-inspection and pay the required re-inspection fee. The final inspection will be after the system has been covered up. The designated representative will inspect to make sure that the drainfield has been covered with the proper type of vegetation.

Only systems approved by TCEQ will be permitted and approved in Milam County. All others will be submitted to TCEQ in Austin for review. This could take 45-60 days to get approved.

## **II. Inspections for Real Estate Companies**

Milam County Health Department does not do inspections for Real Estate Companies. Real Estate Companies needing inspections of older systems need to contact a certified and licensed installer. However, if the older system has been permitted through the Milam County Health Department, a copy of the notice of approval or license to operate can be provided if needed. Charges may be applicable at a cost of \$1.00 per page at the discretion of the Health Department Director and/or the Designated Representative. Some proof of identification may be required in order to receive these documents.

## **III. Maintenance Contracts**

All persons in Milam County who have an Aerobic system are required to have a maintenance contract on file with the Milam County Health Department. It is the homeowner's responsibility to provide a copy of the contract to the Milam County Health Department.

Maintenance providers are required to send copies of the inspection reports to the Milam County Health Department for all maintenance contracts they have.

All requests for Public Information shall be addressed to the Director of the Health Department. Anyone asking for information through the Public Information act is required to list the reason you are wanting the information.

The Milam County Health Department is the  
Local Permitting Authority for Milam County.

TCEQ in Waco (Region 9) is the regional office for Milam County.

Mailing Address:

TCEQ

6801 Sanger Ave. Suite 2500

Waco, TX 76710-7826

Phone: 254-751-0335

Fax: 254-772-9241

## **IV. Complaints**

Anyone wishing to file an on-site sewage facility complaint must fill out a complaint form. Complainant needs to fill out as much information as possible about the complaint. Complainant has the right to remain anonymous but the complaint must be submitted on the complaint form provided in order for Milam County to investigate any complaint.

## **V. Public Information via Open Records Policy**

The Milam County Health Department shall follow guidelines in reference to Public Information. The Milam County Health Department shall follow the guidelines as outlined by the Texas Association of Counties and the Department of State Health Service. We will only release information that we are required by law to release.

The Milam County Health Department shall respond to all requests for public information within 10 working days.

To request public information, the requester should submit a letter to the Milam County Health Department Director, Patsy Gaines, including the following information:

1. Name of Requester
2. Current mailing address of the requester
3. Date information was requested
4. Detailed description of the information requested
5. The Requester's Signature.

Requester's shall pay the required fee to the Milam County Health Department before any information will be released. The Milam county Health Department will charge a base fee plus a fee per page printed.

The following fees will be charged for public information (effective January 2, 2012):  
Prices updated and changed August 1, 2012

Base Fee	\$35.00
Plus	\$ 0.50 per page
Postage	Any fees acquired by Milam County

Information requested through the Public Information act will be delivered via certified mail with restricted delivery and return receipt only or the requester can pick the information up in person. As per the Public Information Act, Milam County has the right to charge the requester for all postage so that Milam County is not out any monetary value. Therefore, any and all postage that Milam County acquires will be charged to the requester.

If the requester chooses to pick up the information in person, a valid government issued ID will be required before the information will be released. This information will be released only to the person that requested the information.