



## Environmental Services On-site Sewage Application Packet

**This application will not be processed unless it is accompanied by each of the following:**

1. \$200.00 fee.
2. A **COMPLETED APPLICATION** which includes the following information:
  - Owner's original signature on the application (no copies or faxes),
  - Legal description of the property,
  - Size of the lot,
  - Water source (private well or public water supply),
  - Square footage of house and number of bedrooms OR number of employees / patrons per day,
  - Daily waste water discharge and any water saving devices,
  - Name, phone number, and license number of the Site Evaluator, Professional Engineer, Registered Sanitarian, Designer, and Installer.
3. **TECHNICAL INFORMATION SHEET** completed by the designer of the on-site sewage facility.  
**\*\*ALL CALCULATIONS MUST BE SHOWN FOR TANKS AND DISPOSAL FIELD\*\***
4. A **SITE EVALUATION** report performed by a TCEQ licensed site evaluator or Professional Engineer registered to practice in Texas showing:
  - The date the evaluation was performed,
  - A soil analysis, and at least two sub-soil borings to a depth of at least five (5) feet on opposite sides of the drainfield to determine the presence or absence of groundwater or restrictive horizons.
5. A **MAP** of the lot drawn to scale showing:
  - The two sub-borings from the site evaluation on opposite sides of the drainfield,
  - Topography in one foot increments; If slope is less than 2% show steps to be taken to ensure that there is adequate drainage over subsurface disposal field,
  - Any existing or proposed water well on this property or within 150 feet on any adjacent properties,
  - A FEMA map showing the 100 year flood plain, or Flood Study prepared by Professional Engineer.  
**\*\* The drawing shall also indicate if the 100-year floodplain does not exist within the tract\*\***
  - Proposed layout of the on-site sewage facility showing all system components and separation distances
  - The dimensions and location of all existing and proposed buildings and appurtenances which are intended to remain or shall be constructed after the final inspection of the on-site sewage facility.

Contact the TCEQ web site for licensed site evaluators and installers at  
[www.tceq.state.tx.us/enforcement/csd/ics/ossf\\_search.shtml#check](http://www.tceq.state.tx.us/enforcement/csd/ics/ossf_search.shtml#check)  
or call TCEQ Region 4, in Fort Worth at 817-588-5800



# APPLICATION FOR PERMIT TO INSTALL OR MODIFY AN ON-SITE SEWAGE FACILITY

PROPERTY OWNERS NAME: \_\_\_\_\_

OWNERS CURRENT MAILING ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT SIZE (SQ. FT): \_\_\_\_\_

SURVEY: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

SOURCE OF WATER:  PRIVATE WELL  
 PUBLIC WATER SUPPLY (NAME OF SUPPLIER) \_\_\_\_\_

### ON-SITE SEWAGE FACILITY WILL SERVE: (COMPLETE APPROPRIATE SECTION)

#### HOME:

LIVING AREA \_\_\_\_\_ sq. ft.  
NUMBER OF BEDROOMS \_\_\_\_\_  
WATER SAVING DEVICES  yes  no  
DAILY W ASTEWATER DISCHARGE \_\_\_\_\_ gal.

#### BUSINESS:

NUMBER OF EMPLOYEES & PATRONS/DAY \_\_\_\_\_  
WILL SHOWERS BE PROVIDED?  yes  no  
ARE LAUNDRY FACILITIES PROVIDED  yes  no  
DAILY WASTEWATER DISCHARGE \_\_\_\_\_ gal.

SITE EVALUATOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_  
PHONE: \_\_\_\_\_

DESIGNER: \_\_\_\_\_ LICENSE # (PE or RS) \_\_\_\_\_  
PHONE: \_\_\_\_\_

INSTALLER: \_\_\_\_\_  OSI  OSII LICENSE # \_\_\_\_\_  
INSTALLERS ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

In consideration of this application I herewith grant access to the property for the purpose of inspection and verification of data submitted to the City of Grand Prairie Environmental Services Department.

**I hereby certify that I have read and examined this application and know the information contained herein to be true and correct. I understand that construction may not begin until a permit to construct has been issued by the Environmental Services Department.**

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

TECHNICAL INFORMATION SHEET  
FOR AN ON-SITE SEWAGE FACILITY

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL**  
**UNAUTHORIZED CONSTRUCTION MAY RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES**

OWNERS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**PROFESSIONAL DESIGN REQUIRED:**     YES (If yes, attach professional design.)     NO

**I.    SEWER (HOUSE DRAIN):**

TYPE AND SIZE OF PIPE: \_\_\_\_\_

SLOPE OF SEWER PIPE TO TANK: \_\_\_\_\_

**II.    DAILY WASTEWATER USAGE RATE:    Q = \_\_\_\_\_    (GALLONS/DAY)**

WATER SAVING DEVICES:     YES     NO

**III    TREATMENT UNIT:     SEPTIC TANK     AEROBIC UNIT**

TANK DIMENSIONS: \_\_\_\_\_    LIQUID DEPTH: \_\_\_\_\_

SIZE REQUIRED: \_\_\_\_\_    SIZE PROPOSED: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_    MATERIAL/MODEL#: \_\_\_\_\_

PRETREATMENT TANK:     YES, SIZE \_\_\_\_\_ (GAL)     NO     N/A

OTHER: \_\_\_\_\_

**IV.    DISPOSAL SYSTEM:**

TYPE: \_\_\_\_\_    SLOPE = \_\_\_\_\_ %

AREA REQUIRED: \_\_\_\_\_    AREA PROPOSED: \_\_\_\_\_

TRENCH WIDTH: \_\_\_\_\_    TRENCH LENGTH: \_\_\_\_\_    TRENCH DEPTH: \_\_\_\_\_

**V.    SHOW ALL CALCULATIONS FOR TANKS AND DISPOSAL SYSTEM**

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

**VI.    ADDITIONAL INFORMATION:**

**THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

- A. Completed Application
- B. Site Evaluation / Soil Analysis / Topography
- C. Map of the property showing proposed OSSF including separation requirements
- D. FEMA map or Flood Study

**DESIGNER'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**LICENSE NUMBER** \_\_\_\_\_ **PHONE** \_\_\_\_\_