



ENVIRONMENTAL HEALTH DEPARTMENT

4520 Reading Rd., Suite A
Rosenberg, Texas 77471

PROCEDURES FOR PLAN REVIEW AND INSTALLING AN OSSF

***Verify that the project has been permitted through Fort Bend County Engineering and a Permit Track number assigned to the project prior to scheduling plan review.**

1. Call our department and set up an appointment for plan review. Plan reviews are conducted on Tuesday and Thursdays between 8:30 a.m. and 11:30 a.m. or 1:30 p.m. and 4:00 p.m. Bring the complete plan review package to our offices in the Rosenberg Annex Building at the appointed time. An installer, designer or homeowner may submit this package. Typically, the installer submits the package as the owner's agent. The submitted plans and associated required documents will be reviewed for completeness and compliance with the current On-Site Sewage Facility rules. Any variance request must be submitted during this review process.
2. If the plan review package is incomplete, inaccurate, or not in compliance with the rules, a denial form will be filled out detailing the deficiencies. The plan review package will be returned to the applicant. The deficiencies must be corrected and another plan review appointment set up.
3. If all required paperwork is complete and in compliance with the rules, the appropriate plan review fee must be paid. A receipt for the fee is the only paperwork executed at this time. **NOTE:** This is **NOT** an "authorization to construct". Proceed to next step.
4. The next step is scheduling the Site Verification also know as the Pre-Construction inspection. The Pre-Construction Inspection is required to verify that the information on the submitted application, design, and planning materials of the proposed OSSF meets current State Construction Standards. The installer must call to schedule **all** inspections and must call no later than 4:00 p.m. to schedule an inspection for the next day. Requests for inspection are accommodated as the schedules allow. The installer is required to mark out the location of the major components of the system as reviewed in the submitted design, including: proposed buildings, property lines, tanks, sprinkler heads, drain field and water well(s). The use of marking paint is suggested. If the disposal method is subsurface, two 5' backhoe excavations for soil analysis is required. At the pre-construction inspection, the inspector will verify that the design submitted to and reviewed by this office is accurate. Separation distances will be measured, water well locations will be verified, soils evaluated as needed, drain field size measured, or sprinkler head location and radius evaluated. If the inspector finds any discrepancies during this inspection, a "Notice of Inspection" is issued requiring a re-inspection. A re-inspection fee is due and must be paid in our office prior to scheduling any additional inspections.
5. An "Authorization to Construct" will only be issued if all parameter are met during the site inspection. This is a form printed on colored stock paper and must be displayed at the construction site. Construction may begin **ONLY** when this Authorization form is issued. Any additional requirements for final approval will be documented on this form. Additional requirements are such things as a water well log or a re-design.
6. From this point, the installer may begin construction of the system and has 1 (one) year from the review date to install the system. The installer **MUST** call our offices to schedule the Final Inspection. Call in by 4:00 p.m. for inspection the next day.
7. At the Final Inspection, all components of the system must be in place and able to operate. The tanks must be filled with water to normal operating levels. **Excavations must be left open for inspection.** All electrical components of the OSSF must be demonstrated to be fully functional ***simultaneously***. The inspector will again verify distances, inspect the components of the system for compliance with the OSSF rules and confirm that the design materials are accurate and reflect the actual system as installed. If there is a discrepancy in any area, a "Notice of Inspection" will be issued. The system may not be used until a "Notice of Approval" document is issued. A re-inspection with associated fees is required, the deficiency must be corrected, and another inspection must be scheduled.
8. The "License to Operate" will be issued when the system complies with all requirements at the final inspection. At this point the system may be put into operation.