

# CAMERON COUNTY PUBLIC HEALTH

**Esmeralda Guajardo, MAHS**  
Health Administrator



**James W. Castillo II, MD**  
Health Authority

## **The following documents are required to process a Conventional On-Site Sewage Facility System application:**

Cameron County Public Health Environmental Health Program **requires** the following documents for an On-Site Sewage Facility (OSSF) system to be submitted by Homeowner or Licensed OSSF Installer. On November 18, 2013, the Executive Director of the Texas Commission on Environmental Quality (TCEQ), considered the application of the County of Cameron for an Order pursuant to §366.031, Texas Health and Safety Code (THSC), and 30 Texas Administrative Code (TAC) §285.10 of the rules of the Commission. Documents listed shall be submitted to the Cameron County Public Health (CCPH) Environmental Health Program located at 1390 W. Expressway 83, San Benito, Texas, office number (956) 247-3599.

## **To initiate the application process:**

### **1. Clearance Letter**

A clearance letter shall be obtained from the Cameron County Building Permit Department at 1390 W. Expressway 83, San Benito TX. You can also reach this department at (956) 247-3516. If property is located within a municipality, contact the local building department.

### **2. Application** (Application will be completed by CCPH staff)

Application will be completed with assistance from CCPH staff. You may call us at our office to schedule an application visit at (956) 247-3599.

### **3. Floor Plans**

A copy of the floor plan submitted to Building Permits office is required with owner's signature and date, also to include living area square footage and number of bedrooms.

### **4. Warranty Deed**

A copy of the warranty deed needs to be provided and can be obtained from the County Clerk's office at 1390 W. Expressway 83, San Benito TX. You can also reach this department at (956) 247-3510.

### **5. Soil Report**

A soil report shall be obtained to determine the type of soil, size and type of the OSSF system. Soil test must be conducted by a Site Evaluator or Professional Engineer according to chapter §285.

### **6. Site Evaluation**

A site evaluation shall be obtained to determine the proposed location, type and size of the OSSF system required. The site evaluation must also include setbacks, existing structures, easements, water wells driveways etc. A site evaluation shall be conducted by a Site Evaluator or Professional Engineer according to chapter §285.

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## 7. **Design**

A design of the conventional system shall be obtained and must be to scale, signed and dated by a Licensed Installer, Professional Engineer or Registered Sanitarian according to chapter §285.

## 8. **Checklist**

A completed On-Site Sewage Facility Checklist must be submitted at the time of the application for any new OSSF or upgrade permit.

*OSSF Permit letter will be issued after it has been review/inspected by the Designated Representative, at which time you will be contacted to advise permit is ready for pickup.*

Checks / Money Orders should be made payable to: **Cameron County Imprest Fund.**

**Fee Schedule: OSSF Permit Application Fee \$120.00 Non-Refundable**

**\*\*\*\*\*FEES SUBJECT TO CHANGE\*\*\*\*\***

**\*\*\*\*Note: Permit is non-transferable and valid only one (1) year. \*\*\*\***

**Should you have any questions regarding the above information, please feel free to contact our office at (956) 247-3599.**