

CHECK LIST FOR SEPTIC PERMITS

Please email completed application packet to: wcrboffice@washingtoncountytexas.gov

See [Fee Schedule](#) for payment amount, all fees are non-refundable

To pay online: Go to [Certified Payments](#) (enter Bureau Code 9235584 and Account Number 1 if needed).

To pay by phone: Call Certified Payments toll-free at 1-866-549-1010 (enter Bureau Code 9235584 and Account Number 1 when prompted).

For assistance with online and phone payments, call Certified Payments at 1-866-539-2020.

____ **Permit application**

1. Single Family Residential is one residence and/or one auxiliary structure on one system [Single Family Residential Permit Application](#)
2. Multi-Unit Residential or Non-Residential is two or more residences on one system or any non-residential or commercial structure [Multi-Unit Residential or Non-Residential Permit Application](#)

____ **Legal Description**

1. Copy of filed Deed **or**
2. Property Details Document from [Washington County Appraisal District](#)

____ **Joined Properties Affidavit** (If house/structure and septic are on 2 tracts of land. If more than 2 tracts contact our office for the proper affidavit) [Joined Prop Aff - 2](#)

1. Signed by Owner, Notarized
2. Filed at the [Washington County Clerk's Office](#)

____ **Water Well Report** (If well is less than 100' from drainfield) [2003-Present](#) or [2002 & Prior](#)

____ **Soil Evaluation** [Soil Evaluation](#)

____ **Site Plan/Drawing** [Site Plan with Grid](#)

____ **Calculations Page** (by RS or PE if an Aerobic or LPD is installed)

____ **Aerobic Information Sheet** (Signed by Owner, for Aerobic systems only) [ATU Owner Info](#)

____ **Affidavit to the Public** for Aerobic systems only [Aerobic Affidavit](#)

1. Signed by Owner, Notarized
2. Filed at the [Washington County Clerk's Office](#)

____ **2 Year Maintenance Contract** (for Aerobic systems only)

1. Signed by Owner and Maintenance Provider

____ **[Maintenance Company Registration](#) must be on file** (for Aerobic systems only)