

Steps for Permitting

- 1) Gather the following paperwork and bring to the Environmental Services office:
 - a. Completed and signed application.
 - b. Site Evaluation showing the soil classification of the proposed site performed and signed by a licensed Site Evaluator
 - c. Set of drawings prepared by a PE or an RS(stamped and signed). They must be to scale and clearly detail the On Site Sewage Facility to be installed.
 - d. If installing an Aerobic system, a signed and notarized Affidavit is required as well as a signed 2 year Maintenance contract (1 year for Commercial) from the property owner. This must be completed indicating their awareness and responsibility for proper maintenance & operation of the OSSF. There is a \$25 fee for the Affidavit and is paid separately from the permit fee.

- 2) The file will be reviewed for verification of required paperwork and ownership of property. Once verified, the office will keep all paperwork, except the Affidavit. The Installer (or property owner) will take the Affidavit to the County Clerk's office and pay the necessary fees. The fees are paid by cash, check, cashier's check or money order and made out to Nacogdoches County Clerk. **E-FILING IS NOT ALLOWED.**