



HARRISON COUNTY ENVIRONMENTAL HEALTH

3800 FIVE NOTCH RD. MARSHALL, TEXAS 75672

Office (903) 938-8339 Fax (903) 938-0969 www.co.harrison.tx.us

HOW TO OBTAIN A HCEH PERMIT FOR AN ON-SITE SEWAGE FACILITY

PERMIT FEES

One Permit Per-System

SINGLE RESIDENT SYSTEM FEE: \$360.00

COMMERCIAL/MULTIFAMILY SYSTEM FEE: \$560.00

1. Obtain an application from our office.
2. Have a qualified person to perform mandatory site evaluation including soil identification procedure.
3. Have appropriate individual prepare planning materials. Professional design (R.S., P.E.) is required for proprietary and non-standard systems.
4. Submit complete application (in property owners name). Include the appropriate fee and the following: 1) Planning Material, 2) Site & Soil Evaluation 3) Accurate directions to the site 4) A certified copy of an affidavit, which has been duly recorded at the county /city clerk's office and filed in reference to the real property deed on which the surface application system is to be installed, must be submitted.
5. The Harrison County Environmental Health staff will review plans and application.
6. Upon satisfactory review, an "Authorization to Construct" (ATC) will be issued. The ATC will be valid for one year from the date of issuance.
7. Begin construction. An inspection of the installation is required **before** covering up of the system. Contact our office at least two working days in advanced to arrange an inspection.
8. After successful inspection, a "Notice of Approval" will be issued to the homeowner within approximately 5 working days.
9. If an on-site sewage facility fails inspection, the installer must pay a re-inspection fee equal to ½ the permit fee, each time the system must be re-inspected. All fees must be paid prior to a Notice of Approval being issued.