



MONTGOMERY COUNTY

PERMIT DEPARTMENT
501 N. THOMPSON, SUITE 100
CONROE, TEXAS 77301

(936) 539-7836 • (281) 364-4200 EXT 7836 • FAX (936) 538-8155

MONTGOMERY COUNTY CHECK LIST FOR EXISTING SEPTIC SYSTEMS

Completed Permit Application

Provide Septic Verification

- (A) For Non Aerobic Systems provide a **letter** from a Sanitarian/Engineer stating septic system is functioning and is sized adequately for the new home.
- (B) For Aerobic Systems provide current maintenance contract and most recent inspection report.

Floor Plans for all residential and commercial buildings

- (A) Show applicable bedrooms, restrooms, and square footage of structure
- (B) Signed by property owner
- (C) Will be returned to applicant when permit is issued

Septic Disclaimer

- (A) Signed by **Owner Only**, notarized

Disclaimer

Power of Attorney

- (A) For signature of **Permit Application** and **Disclaimer** only, notarized

Affidavit to the Public for Aerobic Systems

- (A) Signed by **Owner Only**, notarized
- (B) Filed at **Montgomery County Clerks Office** (by owner or applicant)

Site Plan (with location of structure on property)

Commercial Guidelines (for commercial property only)

Legal Description (plot plan & survey) (Montgomery County Clerks Office)

- | | |
|----------------------------------|--|
| (A) Subdivision (recorded plats) | (B) Metes and Bounds: written description (unrecorded plats) from: |
| (1) Lot | (1) Deed or |
| (2) Block | (2) Deed of Trust or |
| (3) Section | (3) Warranty Deed |

If you receive water from a public utility district or company, you must provide a letter on letterhead from that company stating water service will be provided to your property.