



## MONTGOMERY COUNTY

PERMIT DEPARTMENT  
501 N. THOMPSON, SUITE 100  
CONROE, TX 77301  
(936) 539-7836 • FAX (936) 538-8155

### MONTGOMERY COUNTY CHECK LIST FOR EXISTING CONVENTIONAL SEPTIC SYSTEMS

- \_\_\_\_\_ Completed **Permit Application** (Montgomery County Permit Office)
- \_\_\_\_\_ **Commercial Guidelines** (for commercial property only)
- \_\_\_\_\_ **Disclaimer** (for ALL systems from Montgomery County Permit Office, notarized)
- \_\_\_\_\_ **Septic Disclaimer**  
(A) Signed by Owner Only, notarized
- \_\_\_\_\_ **Floor Plans** for all residential and commercial buildings  
(A) Show applicable bedrooms, restrooms, and square footage of structure  
(B) Signed by property owner
- \_\_\_\_\_ If you receive water from a public utility district or company, you must provide a letter on letterhead (dated within one year) from that company stating water service will be provided to your property.
- \_\_\_\_\_ **Stormwater Management Program Compliance Certification**
- \_\_\_\_\_ **Legal Description**  
(A) Recorded Plats – Subdivision, Section, Block, Lot  
(B) Unrecorded Plats – Metes and Bounds or Survey (Often found in Deed or at County Clerk office)
- \_\_\_\_\_ **Power of Attorney**  
(A) For signature of Permit Application and Disclaimer ONLY, notarized  
(B) Must be an original
- \_\_\_\_\_ **Septic Verification Letter**  
(A) Must be provided by registered Sanitarian/Engineer, stating the septic system is functioning and sized adequately for the new home. TANKAGE
- \_\_\_\_\_ **Site Plan** – with location of structure, septic and well (if applicable) on property
- \_\_\_\_\_ **Map** (From Conroe to property. Directions drawn/written OR printed from computer)

**IF PERMIT EXPIRES ALL PAPERWORK MUST BE RESUBMITTED FOR NEW PERMIT.**

**THERE ARE NO REFUNDS ON FAILED INSPECTIONS FOR SEPTIC DISCLAIMERS**

Permit # \_\_\_\_\_

**Montgomery County  
Development Permit Application - STRUCTURE**

Old Permit # \_\_\_\_\_

TO BE FILLED OUT BY COUNTY OFFICIAL

DATE ISSUED: _____	PRECINCT# _____ ZONE _____
DEVELOPMENT PERMIT TYPE: _____	CENSUS TRACT # _____
FEE: _____	FLOODPLAIN LETTER ATTACHED _____
SEPTIC PERMIT TYPE: _____	CLASS A _____ CLASS B _____ CODE _____
FEE: _____	IS PROPERTY IN FLOODPLAIN? _____
TDH FEE: _____	FLOODWAY? _____
	HM# _____ CLERK _____

1. Applicant's Name: \_\_\_\_\_ (Phone) \_\_\_\_\_  
 \_\_\_\_\_ (Email) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ (W/H) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**2. LOCATION**

Subdivision \_\_\_\_\_  
 Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Acreage/Lot Size \_\_\_\_\_  
 Defined Location \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Survey Name/Abstract # \_\_\_\_\_ Closest Major Road \_\_\_\_\_

**3.**

**RESIDENTIAL**

**COMMERCIAL**

- |  |                                   |
|--|-----------------------------------|
| A. Manufactured Home _____                   | A. Industrial/Manufacturing _____ |
| B. Single Family House _____                 | B. Business/Office _____          |
| C. Other _____                               | C. Retail/Wholesale _____         |
| D. Multi Family _____ /# of Units _____      | D. Other _____                    |
| E. # Residences/Buildings on Property? _____ | E. Estimated Cost _____           |
| F. Estimated Cost _____                      |                                   |

# of People/ Residents per day \_\_\_\_\_ # Bedrooms \_\_\_\_\_ # Restrooms \_\_\_\_\_  
 Square Foot of Living Area \_\_\_\_\_ Square Foot of Structure \_\_\_\_\_

**4. ELECTRIC COMPANY**

Centerpoint \_\_\_\_\_ Entergy \_\_\_\_\_ Mid-South \_\_\_\_\_ Sheco \_\_\_\_\_ Acct# (If known) \_\_\_\_\_

**5. WATER SYSTEM**

Private Well \_\_\_\_\_ Water District \_\_\_\_\_ Other \_\_\_\_\_

**6. SEWAGE TREATMENT**

Installing Septic \_\_\_\_\_ Existing Septic \_\_\_\_\_ Public System \_\_\_\_\_

**NOTICE**

\*If the permit applicant is a corporation, partnership, or other legal entity other than a natural person, state the name of one or more natural persons who will be responsible to Commissioner's Court to see that all provisions of the Development Permit and Septic Permit will be faithfully complied with.  
 \* Notice of Approval will not be issued until a final inspection and approval of the septic system is given by Montgomery County Environmental Health Department.  
 \* Any person securing a permit does so on the representation to Commissioner's Court that he/she will comply with all requirements and county regulations, and obtain all necessary permits required for this property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Guideline for Commercial Permits

Permit # \_\_\_\_\_

In Montgomery County

Name of project being permitted: \_\_\_\_\_

Address of property being permitted: \_\_\_\_\_

Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of business \_\_\_\_\_ Property ID R # \_\_\_\_\_

Open to public use? \_\_\_\_\_ Hours open \_\_\_\_\_ # of employees \_\_\_\_\_

<b><u>Is this an Existing Development?</u></b>	YES OR NO _____
Sq. ft. of build out/lease space/remodel space for existing structure	_____
Sq. ft. of all existing structures on property	_____
Sq. ft. of all existing impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.)	_____
<b><u>Is this a New Development?</u></b>	YES OR NO _____
Sq. ft. of this new structure or addition	_____
Sq. ft. of all new impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.)	_____
<b><u>Total Development</u></b>	
Total sq. ft. of <u>all</u> structures and <u>all</u> impervious cover on <u>entire property</u>	_____

Will there be any proposed work in the County Road Right Of Way? YES or NO

\*If yes to above, have plans been submitted to Engineering? YES or NO

\*If not, must provide separate plans on thumb drive with this submittal\*

Will there be new or modified driveway access on TXDOT road? \_\_\_\_\_

Septic system on property? \_\_\_\_\_ How many? \_\_\_\_\_

If different addresses, please list \_\_\_\_\_

Water well to be used? \_\_\_\_\_ If yes, for public consumption? \_\_\_\_\_ Future expansion planned? \_\_\_\_\_

Food preparation? Y or N Foods to be served \_\_\_\_\_

**\*\*OTHER PERMITS MAY BE REQUIRED\*\***

**SEE - Dev Structure Permit, Fire Code Permit, Septic Permit, Food Permit or Non-Structure Permit**

I understand that this department is relying on information provided by me at the time of permitting to satisfy the Montgomery County Permit Requirements. I also understand that failure to provide correct information will result in this permits immediately becoming null and void. If there are any changes in these plans, I will contact this department immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DISCLAIMER

Permit # \_\_\_\_\_ issued this date \_\_\_\_\_ is an "Authorization to Construct" a septic system only and is based on information supplied by myself and the Registered Sanitarian or Professional Engineer I employed. **This information to the best of my knowledge is true and accurate.** I understand that a "Notice of Approval" for the septic system will be issued **ONLY** after all criteria set up by TCEQ and Montgomery County Environmental Health Services regarding onsite sewage facilities have been met. I understand that failure to comply with TCEQ or County rules regarding on-site sewage facilities will result in non-issuance of the "Notice of Approval."

**EXISTING SYSTEMS:** I understand that when upgrading or improving any "existing system," all components of the existing system **MUST** be brought up to current codes or standards. I understand that in order to identify where the tanks and field lines of an existing septic system are located, holes may be dug and/or probing the area on my property may be done. If water lines, gas lines and any underground utilities are not marked, they could be damaged during the course of inspection. However, Montgomery County or its representatives will not be responsible for inadvertent damages that may be done.

**NEW INSTALLED SYSTEM:** I understand that an inspection by Montgomery County Environmental Health Services must be completed and approval given prior to back-fill of any newly installed or add-on modifications to existing systems. **Inspections may be scheduled by contacting the Montgomery County Environmental Health Office by 3:00 p.m. two (2) business days prior to the need for inspection. Installers must contact the Environmental Office prior to 9:00 a.m. the morning of the inspection to find out the scheduled time.**

**I hereby grant permission for the Montgomery County Environmental Health Department personnel to enter upon the property described in the permit for the purpose of inspecting the septic system.** I understand that the performance of the septic system will depend on many factors including correct sizing, maintenance, water usage, amount of rainfall received on the property, etc. Montgomery County or its employees will not be responsible for malfunctioning systems.

\_\_\_\_\_  
Signature of Owner or Legal Representative

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary  
My Commission expires:

## SEPTIC VERIFICATION DISCLAIMER

Development Permit # \_\_\_\_\_ is a permit for the structure **ONLY** and not a permit for a septic system.

**INSPECTION:** I understand that this department is relying on the inspection performed by the Registered Sanitarian to verify that no on-site sewage discharge, either sewer/greywater, exists on the property, at the time of inspection, mentioned at the location of the development permit.

**FAILURE:** I understand that any failure/discharge, being sewer/greywater, at any time after the development permit is issued, especially if a complaint is filed against the property in question, will result in **"ALL"** components of the septic system to be up-graded to current county and state codes.

**DISCHARGE:** I understand that if any discharge is evident/visible at the time of inspection, then issuance of the development permit will be denied, and no permits will be issued until all proper paperwork is completed for **"NEW"** septic system permits.

**APPROVAL:** I understand that an inspection by Montgomery County Health Department personnel was **not** performed and this is an issuance of a development permit only, this is not an approval, only a verification by a Registered Sanitarian, for the **non-permitted existing septic system**. This is only to permit a new/existing structure on the property that will be utilizing an existing septic system.

**I understand that the performance of the septic depends on many factors including correct sizing, maintenance, water usage, amount of rainfall received on the property, etc. This evaluation is based upon a soil/site analysis and an on-site inspection of the septic system as found by the Registered Sanitarian. I also understand that there are no guarantees, expressed or implied, that accompany this verification by the Montgomery County Environmental Health Department.**

\_\_\_\_\_  
Signature of Owner

SUBSCRIBED and SWORN BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary  
My Commission Expires:



**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 Stormwater Management Program  
Compliance Certification**

If area of development is 1 acre (43,560 sf) or more you must file a Long-Term Maintenance Plan of Post-Construction Stormwater Control Measures in the real property records of Montgomery County.  
*TPDES General Permit 4(b)3*

Is your area of development 1 acre or more? (*circle one*)                      Yes    or    No

If yes, provide filed document # \_\_\_\_\_

*Development - means any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.*

**Erosion and/or sediment controls to be implemented during construction.**

Property Address: \_\_\_\_\_

- Silt Fence
- Berm
- Hay Bales
- Other \_\_\_\_\_

Signature verifies that the above referenced controls will be used.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# POWER OF ATTORNEY

I, \_\_\_\_\_, owner of the property described below

Telephone number - Hm. ( \_\_\_\_\_ ) \_\_\_\_\_ = \_\_\_\_\_, Wk. ( \_\_\_\_\_ ) \_\_\_\_\_ = \_\_\_\_\_

LOCATION OF PROPERTY TO BE INSPECTED: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

\_\_\_\_\_  
(Street Address of Property)

Residents/Buildings utilizing a septic system on this same lot: \_\_\_\_\_ property: \_\_\_\_\_

Total Lot/Property size for this permit only: \_\_\_\_\_

Water: Private Individual Well (  ) Other (  )

Construction Type: \_\_\_\_\_ Bedrooms: \_\_\_\_\_

Commercial Type: \_\_\_\_\_ People per Day: \_\_\_\_\_ Restrooms: \_\_\_\_\_

Square Footage of Structure: \_\_\_\_\_ Square Footage of Living Area: \_\_\_\_\_

Give, \_\_\_\_\_, (Individual name, not Company) power of attorney to sign application for permit to construct and/or to inspect a septic system.

I understand that this gives Montgomery County Health Department personnel permission to perform the inspection during regular business hours, 8:00 a.m. to 5:00 p.m., whether I am present or not.

I also understand that in order to identify where the septic system is located, holes will be dug on my property. If water lines, gas lines, etc., and any underground utilities are not marked, they could be damaged during the course of inspection.

All precautions will be taken during the inspection. However, Montgomery County Health Department Personnel will not be responsible for damages.

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_ Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary \_\_\_\_\_ My Commission Expires

**\*This statement must be signed, notarized and returned to this office before the application can be processed.**

PERMIT#: \_\_\_\_\_

To insure that we can complete your permit as soon as possible, the Montgomery County Health Department requests that property owners comply with the following:

1. Draw a detailed map to the property with written directions.
2. Mark the property with lot and block numbers on a poster large enough to be seen from the street.

MAP:

Thank You!

Written Directions: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---