

# CITY OF SHAVANO PARK

## INSTRUCTIONS FOR SEPTIC PERMIT/OSSF APPLICATIONS

This application can only be accepted if the submitter is a registered contractor with City of Shavano Park. To register please visit [www.shavanopark.org](http://www.shavanopark.org) or call the Permit Office at 210-493-3478.

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION:**

- **Septic Building permit application, reflecting the valuation of the job.**
- **Bid proposal which covers the scope of work to be completed.**
- **Application for an on-site sewage facility – (new construction).**
- **On-site Sewage Facility technical information for permit.**
- **On-site Sewage Facility design criteria (2 pages).**
- **Backflow prevention information.**
- **Type of system information.**
- **Site Evaluation Report (2 pages).**
- **Site Map showing system layout, to include the location of the backflow device.**
- **Affidavit to the Public Recorded.**
- **Incomplete applications will not be accepted.**

**CITY OF SHAVANO PARK**  
**ON-SITE SEPTIC PERMIT APPLICATION**

PERMIT NUMBER: \_\_\_\_\_ TCEQ REGION NUMBER: 36 COUNTY OF INSTALLATION: BEXAR

JOB SITE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY/CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CONTACT FOR PROJECT: \_\_\_\_\_

OFFICE: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

ENGINEER: \_\_\_\_\_ Phone: \_\_\_\_\_

DESIGNER: \_\_\_\_\_ Phone: \_\_\_\_\_

PROJECT TYPE:  NEW RESIDENCE  ADDITION  ACCESSORY BUILDING  AEROBIC SYSTEM/REPAIR

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_

OSSF PERMIT FEE \$100  OSSF PLAN REVIEW \$250  OSSF GENERAL INSPECTION - \$50.00

TCEQ - TEXAS COMMISSION ON ENVIRONMENTAL QUALITY OSSF PAPERWORK FEE - \$10.00

MISCELLANEOUS FEES - \$ (Please explain) \_\_\_\_\_

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

Date of application: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved/Denied by: City Health Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Denied by: Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_

**\*NOTE: FAILURE TO OBTAIN A PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN A DOUBLE PERMIT FEE.\*\*PLAN REVIEW FOR NEW CONSTRUCTION MAY TAKE 10 BUSINESS DAYS. \*\*\*ALL CONTRACTOR'S MUST USE REPUBLIC WASTE DUMPSTER SERVICES.** Revised - 190911 mk