



**COOKE COUNTY RURAL SUBDIVISION & SEPTIC DEPT.**

101 S. Dixon Street, Gainesville, Texas 76240 Phone

940.665.5454 ~ Fax 940.668.5440

**COOKE COUNTY OSSF PERMITTING REQUIREMENTS**

1. No application will be accepted without a **CURRENT 911 ADDRESS & PROPERTY ID NUMBER.**  
This ID number can be found on your tax statement.
2. Select a licensed site evaluator or a licensed professional engineer to perform a site evaluation to determine what type system the proposed property can utilize. ( a list of site evaluators is available on the TCEQ website:  
[http://www2.tceq.texas.gov/lic\\_dpa/index.cfm](http://www2.tceq.texas.gov/lic_dpa/index.cfm)
3. If the site evaluation determines that the proposed site can utilize a standard (conventional system), either the property owner or the installer may submit a design.
4. If the site evaluation determines the site is unacceptable for a conventional system, a non-standard or proprietary system must be designed by a registered professional engineer or a registered sanitarian.
5. For a proprietary system, purchase and installation include a two (2) year maintenance contract, in which a copy must be provided to the property owner and this office at the time the application is filed. Thereafter, a new contract must be purchased thirty (30) days prior to the current contract's expiration for the life of the system. This office must always be provided a copy of each new contract.
6. The **property owner** must also complete and file with the County Clerk's office an "Affidavit to the Public" stating the property supports an aerobic system and the owner is aware of and agrees to the requirements stated therein. (Failure to allow these regulations will lead to fines and penalties as allowed by the State of Texas and Cooke County)
7. Filing fee for the "Affidavit to the Public" is \$26.00 for the first page and \$4.00 for each additional page – payable to the **COOKE COUNTY CLERK.**
8. All applicable paperwork for each system must be completed in its entirety and submitted with the permit fee. (The permitting process can take place from five (5) to seven (7) days.
9. ***Application & Inspection fee for a conventional system is \$250.00 payable to COOKE COUNTY.***
10. DO NOT start construction until you receive the "Authorization to Construct". The authorization to construct can be verbal verification or forwarded in the mail/email. Please include a **CURRENT MAILING ADDRESS** (and email address if available) on the application.
11. Once construction is complete, this office must be contacted at least **1 (One) Working Day** in advance for a final inspection.
12. The certificate of approval will be mailed to property owner upon approval of installation. **\*\* Note\*\*** - this certificate will not be issued if we have not received the maintenance contract on an aerobic system.

***All new facilities or alterations to existing facilities must be in compliance with State and County OSSF rules. The primary purpose of these rules is to establish minimum acceptable standards for construction and operating On-Site Sewage Facilities (OSSF's)***

***Updated January 2020***