

**GUIDELINES FOR OBTAINING PERMITS**  
**FOR**  
**AUSTIN COUNTY**

**HOURS: 8:00 A.M. - 5:00 P.M.**

**TELEPHONE NUMBER: 979-865-5911 EXT. 2225**

**MAILING ADDRESS: ENVIRONMENTAL OFFICE  
ONE EAST MAIN ST.  
BELLVILLE, TEXAS 77418**

**WEBSITE: [www.austincounty.com](http://www.austincounty.com)**

## **GUIDELINES FOR OBTAINING PERMITS IN AUSTIN COUNTY**

(ALL PERMITS MUST BE APPLIED FOR BY PROPERTY OWNER ONLY)

### **I. Development Certificate**

(MUST BE OBTAINED BEFORE ANYTHING IS MOVED ON OR CONSTRUCTED ON PROPERTY - PENALTY MAY BE ASSESSED)

- a. A Development Application must be filled out completely for any type of development (moving a house, building – house - barn, placing a manufactured home on property).
- b. If property is located in Flood Hazard Area, you must obtain an elevation certificate from a certified surveyor before a Development Permit will be issued.

ATTACH THE FOLLOWING WHEN SUBMITTING DEVELOPMENT APPLICATION:

- c. Copy of building plans (certified if available)
- d. A recorded copy of property deed must be furnished
- e. Obtain 911 address from Austin County Emergency Communication District (842 W. Main – Bellville, Telephone Number 979-865-1911)
- f. Copy of the letter issued to you by the Austin County Emergency Communication District showing your assigned 911 address
- g. Fee: \$100.00  
Additional inspections will be \$50.00

### **II. DEVELOPMENT PERMIT ELEVATION FORM**

- a. In order to mitigate flood damage. Austin County Commissioners Court requires elevation information
- b. On-Site Sewage Facility Permit will not be issued until Development Permit Elevation form is complete and pictures attached.

### **III. ON-SITE SEWAGE FACILITY PERMIT**

(It is advisable to submit all necessary paperwork 3 - 4 weeks before you are ready for installation)

- a. You must obtain a Development Permit/Exemption Certificate and submit Development Permit Elevation Form before an On-Site Sewage Permit will be issued.
- b. Application for On-Site Sewage Facility Permit must be filled out completely.
  - 1. Application must be in property owner's name. (Not in a Company Name)
  - 2. Mailing address is where you presently receive mail
  - 3. Application must be signed by property owner. (Not agent)

**THE FOLLOWING NEEDS TO BE ATTACHED TO ON-SITE SEWAGE APPLICATION:**

- 4. Site Evaluation
- 5. Design (if alternate system)
- 6. Maintenance Agreement (for Aerobic systems – obtain from installer)
- 7. Affidavit to Public (obtain from Environmental Office – original needs to be filed in the County Clerk's Office) and must be notarized
- 8. A recorded copy of property Deed must be furnished
- 9. Fee: See On-Site Sewage Facility Fee Schedule

### **IV. Culvert Permit**

- a. Form must be completed and signed by Commissioner or his appointed employee

- b. If property is on State Highway or Farm to Market Road contact the Highway Department at 979-865-3101.

NOTES:

1. One residential structure per one acre tract
2. Entrance from county road to house needs to clear (12' x 12') for emergency vehicles to have access
3. 911 address **MUST BE** posted to obtain permits
4. All permits **MUST BE** posted (if Development Permit (green sticker) is not posted On-Site Permit will not be issued)