

**COLLIN COUNTY DEVELOPMENT SERVICES DEPARTMENT
4690 Community Ave., Suite 200
McKinney, Texas 75071**

OSSF INFORMATION SHEET

HOMEOWNERS INFORMATION

Collin County does not require Aerobic Systems. Alternative systems are available.

License to Operate:

A dwelling/building must not be occupied until the septic system has passed the final inspection and has been issued a License to Operate.

Maintenance Contracts:

Maintenance contracts go into effect the day the system is approved. The original installation contract is good for 2 years from that date. Maintenance contracts must be maintained at **ALL** times. After 2 years the owner is responsible to renew the contract, but not required to use the original installer. Renewals must be submitted to our department 30 days prior to the expiration of the contract.

Testing and Reporting:

Maintenance companies shall inspect a system 3 times a year minimum. This shall be done at 4-month intervals. Copies of the report shall be sent to our Department and to the homeowner.

Chlorine:

Chlorine must be maintained in surface irrigation systems at **ALL** times. Chlorine is present to destroy any waterborne diseases that may be present. The homeowner is responsible to make sure the system always has chlorine (even if your maintenance contract includes adding the chlorine). Approved chlorine tablets must be used, **not swimming pool chlorine.**

Property Access:

The owner must provide access to the aerobic unit when requested by the Maintenance Company and/or our department. This shall be provided during normal working hours (8am – 5pm, Monday – Friday). Collin County inspectors are not required to ask permission to enter your property for the purpose of spot checking your septic system or investigating related complaints.

Problems:

If a problem arises with a unit after installation, contact the Maintenance Company immediately. If at any time a problem is not corrected or the company fails to provide the required maintenance, contact our department.

Altering the Aerobic Unit:

Once an aerobic unit has been installed and inspected, it may not be altered (by the owner or a licensed installer) in **ANY** way. This includes moving or changing the spray of the sprinklers or connecting another residence to the system. If something needs to be altered you must come to our office and apply for a Septic Repair/Upgrade Permit.

I have read and understand the requirements outlined above. I understand that it is my responsibility to learn about current and new regulations passed by Collin County and the State of Texas. Further, I agree to meet all state and county regulations.

Land owner signature: _____ Date: _____ Permit #: _____

CHANGE OF OWNERSHIP OSSF (AEROBIC) SYSTEM

Each new owner of an existing Aerobic System is required to provide the Collin County Development Services Division with a completed Change of Ownership form within 15 days of the closing date.

ORIGINAL PERMIT NUMBER: _____

PREVIOUS OWNER'S NAME: _____

PROPERTY ADDRESS: _____

NEW OWNER'S NAME: _____

NEW OWNER'S SIGNATURE

DATE

*****NOTE:** *Aerobic septic system owners are required to provide a Maintenance Contract and Homeowner's Information Sheet along with their Change of Ownership form.****