Collin County Development Services Permit Application

Property Owner:	Current Mailing Address (Street, City and Zip):	Daytime Phone #:
Renter Name (if applicable):	Address to Mail OSSF ("septic") License to Operate (Street, City and Zip):	Email Address:

Project 911 Address (if different from above):	Power Company for Project Site:

Detailed Directions to Project Site:

Project Description (Please check or complete all applicable or mark N/A)

New Structure Construction or Existing Structure Information for OSSF:
☐ House   ☐ House Remodel/Addition   ☐ Manufactured Home   ☐ Swimming Pool   ☐ <u>OSSF ONLY</u>   ☐ Culvert
☐ Other: _____

Structure Information (IF PERMIT FOR OSSF ONLY, DESCRIBE ATTACHED STRUCTURE HERE):
_____ SQ FT (heat/cool)   _____ # Bedrooms   _____ # Bathrooms   _____ # Kitchens   Garage - ☐ Attached or ☐ Detached
Electrical Provider: _____   Natural Gas Provider (if applicable): _____

OSSF (On-Site Sewage Facility) New Construction/Repairs/Existing Information:
☐ New OSSF/New Structure   ☐ New OSSF/Existing Structure   ☐ Existing OSSF/New Structure   ☐ Repair/Upgrade Existing OSSF

New OSSF Construction or New OSSF Connection:
Type Being Installed: _____   OSSF Site Evaluator*: _____   OSSF Installer*: _____
*CURRENT TCEQ LICENSE (APPROPRIATE FOR THE TYPE OF WORK) REQUIRED FOR ALL OSSF PROFESSIONALS

Existing Septic Information (Complete section as thoroughly as possible):
Name on Original Permit: _____   Type of System: _____   Age of System: ___   Permit #: _____

Dirt Work Involved?   ☐ YES   or   ☐ NO   If YES – Amount of acreage being disturbed: _____

<u>Briefly Describe the Entire Scope of the Project:</u>

Required Document Checklist – **ALL required documents must be submitted at time of application or application will not be accepted**

<u>Required for all applications:</u>
☐ Fully completed application   ☐ Property deed in applicant's Name   ☐ Survey, abstract map or subdivision plat (matching deed) with plot location of project clearly marked   ☐ Completed 911 Addressing Application (If property/structure not currently addressed)

<u>Required for any application involving a structure:</u>
☐ Building plans to include basic floor plan (all room designations and square footage)

<u>Required for any application involving a structure that is served by a collective sewage system:</u>
☐ Letter from the wastewater collection agency certifying that the structure is/will be served by an approved sewage collection system

<u>Required for any application involving an On-Site Sewage Facility:</u>
☐ Original/Signed OSSF Site Evaluation   ☐ Original/Signed OSSF Design

<u>Required for any application involving an aerobic On-Site Sewage Facility:</u>
☐ Notarized/Filed (with County Clerk's Office) Affidavit**   ☐ Service Contract with licensed provider   ☐ Signed Information Sheet**
**Blank forms can be found on the Development Services website

<u>Required for any application for a project that is within the Extra-Territorial Jurisdiction of any of the following cities – Anna, Celina, Farmersville, Melissa, Parker, Princeton or Wylie:</u>
☐ Copy of Development Plat approved by the city or a letter from the city waiving the requirement of a Development Plat

CONTACT NAME FOR QUESTIONS AND PERMIT PICK UP (PERMIT CANNOT BE ISSUED WITHOUT CONTACT INFORMATION):

NAME: _____   PHONE#: _____   EMAIL: _____

PROPERTY OWNER SIGNATURE: _____   DATE: _____