

OSSF PERMIT FAQ

Q: Is a permit required?

A: A permit is required any time an OSSF is being installed, repaired, replaced, or altered and the property is located within Potter or Randall counties. To obtain an OSSF permit, the property must be at least 1-acre in size if being served by a private water well and ½ an acre if the property is being served by public water supply or a public water well. There are a few situations where the lot is smaller than the requirements but must be considered an existing small tract, which means the property was platted before 1988.

Q: Can I install or repair my own OSSF?

A: State law allows homeowners to install or repair an OSSF if the OSSF serves their single-family residence, but a permit application and required documents must be submitted with City of Amarillo Environmental Health department and must pass an inspection conducted by the same office. All installation requirements listed within TAC 30 Chapter 285 still apply. A licensed OSSF installer is required when the OSSF will service a dwelling that is being rented or leased or serving a commercial operation.

Q: How do I submit an OSSF permit application?

A: The associated application can be located at [On-Site Sewage Facility | City of Amarillo, TX](#). The application should be filled out completely and all associated documents can be submitted via email to ehealthOSSF@amarillo.gov, submitted in person at 808 S. Buchanan St, Amarillo Tx or mailed to PO BOX 1971, Amarillo Tx 79105. Associated permit fees shall be paid at the time the application materials are submitted.

Q: What additional documents are needed with the OSSF permit application?

A: Our office will require additional documentation to be submitted along with the application to ensure a thorough review can be completed. Required documentation may change depending on the type of facility the OSSF will serve but the most common required documentation will be:

- A scaled site plan showing the layout of the property and the planned location of the OSSF.
- A detailed floor plan showing number of bedrooms, living square footage, layout of the commercial establishment.
- Site Evaluation report completed by a licensed Site Evaluator.

Q: When is a vicinity map required?

A: A vicinity map is required when the property is over 5-acres in size. The vicinity map is required to ensure that the OSSF permit reviewer can properly determine where the OSSF will be located on a large property.

Q: When does the OSSF permit expire?

A: Once the OSSF permit application has been reviewed and has met all the requirements, an Authorization to Construct will be issued to the property owner and installer. The ATC is valid for one-calendar year and the OSSF must pass inspection within this timeframe. If the ATC has expired and the OSSF has not been inspected, a new OSSF permit must be applied for.

An OSSF operational permit will be issued once an inspection has been passed. Currently, the OSSF operational permit does not expire but the OSSF must be utilized in accordance within the permitted and approved conditions.

Q: When is an address required?

A: Each property that services an OSSF shall have a 911 assigned address. This can be done by Potter Randall 911 if the property is located outside of the City of Amarillo ETJ (extra terrestrial jurisdiction) or City of Amarillo Building Safety if the property is located within the City of Amarillo ETJ.

An additional address will be needed if there are multiple buildings located on the property and they will be serviced by an OSSF and operate as a business or have living area located within the additional structure.

Additional addressing may be required if the OSSF services a multi-unit residential dwelling. This could include assigning space numbers, unit numbers or apartment numbers.

Q: When is a variance required?

A: A variance is required to be submitted if the OSSF cannot be installed on the property and maintain all requirements listed within TAC 30 Chapter 285. Anytime there is a deviation from the requirements, a variance application and required justification prepared by a Professional Sanitarian or Professional Engineer shall be submitted to our office. When requesting approval for a variance, it is important to ensure that greater or equal protection can be maintained. Variance applications may be located at [On-Site Sewage Facility | City of Amarillo, TX](#).

Q: What is considered a commercial facility?

A: A commercial facility is anything other than a single-family residence or a duplex as mentioned in TAC 30 Chapter 285.

Q: When does an OSSF require a design by a PE and/or RS?

A: The following facilities require planning materials prepared by either a PE or RS and shall include the professionals' seal, signature, and date the materials were prepared.

- Multi-residential dwellings- any dwelling that houses two or more families such as a duplex, triplex, or quadplex.
- RV parks and/or mobile home parks that have more than two mobile homes
- If any portion of the OSSF is installed within a flood zone. If any portion of the OSSF is installed within a flood way, then the OSSF must be designed by a PE.
- Any commercial operation that has the possibility of discharging high-strength wastewater. High-strength wastewater is normally associated with food establishment operations.

Q: Will my property require a plat?

A: A plat is required if the property is less than 5.01-acres within the City of Amarillo ETJ and if the property is less than 10.01-acres outside of the City of Amarillo ETJ. If a plat is required for your property, a plat must be completed before an OSSF permit will be issued. You may contact our office to determine if the property may qualify for a plat exemption.

If a property has been subdivided since the original plat was approved, a replat may be required.

Q: How do I schedule an inspection for my OSSF?

A: You will need to call 806-378-9472, M-F 8:00am-4:30 the day before you are needing an inspection. Our admin will assist in the scheduling of the inspection but will need some information to do so. Please have the OSSF address, permit number and if the installer will be onsite during the inspection.