



**SUBMITTAL CHECKLIST FOR ON-SITE SEWAGE FACILITIES (OSSF)
LICENSE AMENDMENT**

Property Address: _____

Please provide the information listed below. Using this checklist and having a complete package will ensure that the review process runs smoothly. **Please complete this checklist and turn it in with your application package.**

All OSSF applications are submitted through the AB+C Portal: <https://abc.austintexas.gov/citizenportal/app/login>

A separate application form is not needed. All information is gathered during the AB+C intake process.

Application fee - Fees will be paid through your AB+C Portal account. Follow instructions on the AB+C Portal emails that are generated when your application is submitted. Reviews will not be initiated until fees are paid.

- ☐ **The county tax record for the lot or parcel** (a warranty deed showing proof of property ownership is required if the property owner is different than the one listed in the tax record).
- ☐ **Floor plans for the structures served by the OSSF.** The plans must show the existing building/room dimensions as well as the area(s) being added, and must specify the total HVAC area of the building(s) after construction.
- ☐ **A professional inspection report that outlines the condition and operating status of the OSSF.** This inspection must have been performed within the previous three years for a system that does not require maintenance reporting, and within the previous six months for a system that does (in accordance with the Austin City Code, Chapter 15-5). The report must include a list of the OSSF components that were inspected, the condition of each component, and identify any components that need to be repaired or replaced. The tanks must also be pumped out and the interior of the tanks inspected. An example of an acceptable inspection report can be found on the City's [website](#).
- ☐ **A scaled site plan drawing prepared by a R.S. or P.E. showing the proposed development in relation to all OSSF components.** The new development must meet all minimum setback requirements to the OSSF ([30 TAC §285.91\(Table X\)](#)). Depending on the age of the system, Austin Water may be able to provide an as-built or record drawing of the OSSF. Send request for records to Public.Information@austintexas.gov
- ☐ **A signed, sealed, and dated letter from a Registered Sanitarian (R.S.) or Professional Engineer (P.E.) requesting to use the existing OSSF for the proposed development based on the fact that:**
 - the OSSF is currently functioning as designed and that there are no current permit violations (if the OSSF needs maintenance/repair, however, the letter must outline the measures that will be taken to bring the OSSF into compliance), and
 - the proposed work will not violate the conditions of the existing permit or license (i.e. no increase in flow or strength of wastewater based on house size criteria or change of use).
- ☐ **Calculations prepared by a R.S. or P.E. showing the wastewater usage rate after development.** Non-residential sites must also provide calculations of the expected strength (BOD₅ in mg/L) of the wastewater, and the calculations must be based on published literature or other data acceptable to Austin Water.

Note: This list represents the minimum information required to begin the review process. During the review, other information may be required.

FOR CITY OF AUSTIN USE ONLY

Reviewed by _____

Date _____