



PROCEDURE FOR TANK ABANDONMENT/ CUTOVER TO CITY SEWER

Pursuant to COA Code Chapter 15-5 and 30 TAC, Chapter 285.36

If you are “cutting over” to the City Sewer (Abandoning Septic and connecting to COA Wastewater system)

- a) Ensure all connection fees have been paid. Email AWTaps@austintexas.gov for more information.
 - a. Residential Tap Applications should be submitted through the [AB+C Portal](#)
 - i. Residential Wastewater Only Permit Application
 - b. Commercial Tap Applications must email an application to AWTaps@austintexas.gov
- b) **After all connection fees are paid and Tap Permit is active**, obtain a Plumbing Permit from the [City of Austin](#)
 - a. Abandon Septic Tank and Connect to City Sewer Tap is the “Work Type” on the application.
- c) Once the Plumbing Permit is **Active** you may schedule inspections through the [AB+C Portal](#) as instructed on your Plumbing Permit. Please note that the tank may be abandoned by the same licensed plumber installing the new private wastewater line.
- d) **See Inspection Procedures below.**

If you are only abandoning a septic tank and not “cutting over”

- a) Submit an “On Site Sewage Facilities (Septic Tank)” application through the [AB+C Portal](#):
<https://abc.austintexas.gov/citizenportal/app/login>
- b) [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. Once all fees are paid and the application is accepted by Austin Water, you will have an OSBP Permit on your account.
- c) When ready for inspection, schedule the 526 Tank Abandonment Inspection process on your OSBP (Onsite Building Permit) in the [AB+C Portal](#). You must add yourself as a Contractor to schedule the inspection or you may email OSSF@austintexas.gov for assistance.
- d) **See Inspection Procedures below.**

Inspection Procedures

- a) Locate any existing septic tanks, pump tanks, grease traps, or cesspools present on the property. System plans may be available from our division, please email public.information@austintexas.gov for details.
- b) All the above components present must be pumped to remove any sewage and or waste. Pumping must be performed by a licensed waste hauler, and the “trip ticket/manifest” must be posted on site or made available for verification during the abandonment inspection.
- c) The top cover or arch over the cesspool, septic tank, grease trap, or pump tank must be crushed into the empty tank or removed.
- d) The septic tank, grease trap, cesspool, or pump tank shall be back filled no higher than the top vertical edges of the tank with fill material less than 3 inches in diameter and free of organic and construction debris.
Examples of acceptable fill material: sand, sandy loam, pea gravel, crushed limestone base, clean class III soils. Clay soils should be avoided due to their high shrink/swell characteristics.

All inspections are on a “first come first serve basis”. It is not necessary for the plumber/contractor or homeowner to be on site for the inspection if the trip ticket/manifest is posted and clearly visible, and access to the tank area is unrestricted. The OSBP or PP folder will be updated with the tank abandonment inspection results. If passed, you may continue to finish covering as desired. It is recommended that finish cover be mounded slightly higher than adjacent grade to allow for settling.

