

ITEMS REQUIRED FOR PERMIT

1. **PROPERTY MUST HAVE A VALID 9-1-1 ADDRESS.**

This takes approximately 7-10 business days to complete. It does require someone to physically come into our office to pick up a wooden stake and place it at the site of the proposed or existing driveway.

2. **COPY OF DEED.**

This deed must either be a gift deed or warranty deed. We DO NOT accept a Deed of Trust. The deed must have the Volume and Page numbers stamped on it. You may obtain a copy of your deed in the Deed Records Room located within the Walker County Courthouse, Room 103. The phone number is (936) 436-4924.

3. **PHOTO ID.**

Only the property owner who is named on the deed can apply for the permit. If you are not the property owner, we must have a notarized statement from the actual property owner giving permission for you to pull the permit on their behalf.

4. **SITE DRAWING.**

We require a basic drawing of the property showing the location of the proposed development(s). It MUST contain the following: labeling of the road, the direction of North on the property, and two perpendicular measurements, in feet (to scale), where the development will be located on the property.

5. **FLOOR PLAN:**

A floor plan of the proposed structure(s) is required (whether a site built home, mobile home, or commercial building).

6. **CHECK , MONEY ORDER OR CREDIT CARD FOR PERMIT FEE.**

This office does not accept cash. Checks and money orders should be made payable to the Walker County Treasurer. Permitting fees are as follows:

Development Permit Fees	
Development Permit - Single Family Residential	\$100.00
Development Permit - Commercial / Industrial / Multi-family	\$ 100.00 + 5¢ per square foot of development 1.5 cents per square foot of paving, parking area
On-Site Sewage Facility Permit Fees	
Single Family Residential On-site Sewage Permit	\$210.00
Commercial / Multi-Family On-site Sewage Permit	\$ 510.00 + 25¢ per gallon for designs above 500 gallons

- If you are installing an aerobic system, please bring an additional \$ 26.00 check/money order (made out to the Walker County Clerk) for your Affidavit to the Public. This form must be filed with the County Clerk and states that the aerobic system will have a continual maintenance contract as required by State Law.

7. **CERTIFICATES OF COMPLIANCE.**

If the proposed development will occur within the E.T.J. (Extra Territorial Jurisdiction) of the City of Huntsville, you will need to obtain a certificate of compliance from the city prior to applying for your permit. We will be unable to permit your development without this documentation.

8. **PERMITTING HOURS.**

This office processes permits Monday through Friday, 8:00 a.m. to 11:30 a.m. and from 1 p.m. to 4:30 p.m. Please allow 30-45 minutes to complete this process.

WALKER COUNTY PERMIT APPLICATION

Copy all pages of this form and all attachments for (1) community official, (2) building owner.
If any section is not applicable to the proposed development project please mark that section "NA"

SECTION A – PROPERTY OWNER INFORMATION		FOR COUNTY USE ONLY	
A1. Property Owner's Last Name	A2. Property Owner's First Name	Application Number:	
A3. Mailing Address		Date of Submittal:	
		Precinct Number:	
City	State	ZIP Code	
A4. Primary Telephone Number	A5. Alternate Phone Number		
A6. Email Address			
SECTION B – PROPERTY INFORMATION			
<i>Information for the subject property on which development will occur</i>			
B1. The property is located in the city limits of Huntsville, New Waverly, or Riverside? (Mark with "X")	<input type="checkbox"/>	Yes*	No
<i>*If the answer to B1 is "Yes" then the applicant will need to apply for permits to the City having jurisdiction.</i>			
B2. Is the subject property within two miles of the City of Huntsville (Mark with "X")	<input type="checkbox"/>	Yes*	No
<i>*If the answer to B2 is "Yes" then the applicant will need to first obtain a Certificate of Compliance from the City of Huntsville prior to submitting an application for permits to Walker County.</i>			
B3. Is this permit application for development on a single property or multiple properties? (Mark with an "X") <i>*Multi-property permits will require a MULTIPLE PROPERTY FORM to be submitted.</i>	<input type="checkbox"/>	Single Property	
	<input type="checkbox"/>	Multiple Properties*	
B4. Site Address			
City	State	ZIP Code	
<i>The Abstract, Tract #, and Survey Name are generally included in the property description on the deed, the Geographic Id # can be obtained from the Walker County Appraisal District, the Appraisal District Map or the most recent property tax statement issued for the property. If a property is in a platted subdivision items B10 – B13 must be filled out using information from the property deed, if not in a platted subdivision mark these sections "NA"</i>			
B5. Property Acreage	B6. Appraisal Geographic ID #	B7. Survey Name	B8. Abstract #
			B9. Tract #
B10. Subdivision Name	B11. Lot #	B12. Block #	B13. Section #
B14. Deed Record Filing Information (WCDR and WCOPR are the record sets of the County Clerk - Mark the record set with an "X")			
Volume	Page	Walker County Deed Records (WCDR) (Generally before 1986)	
		Walker County Official Public Records (WCOPR)	

SECTION C – PERMIT TYPE

(Mark each type of permit for which application is being made. Multiple items may be chosen. All development requires a development permit, applications for on-site sewage permits must also include an application for a development permit)

- C1. _____ **Development Permit – Single Family Residential** *(This permit is required for compliance with the Walker County Floodplain Regulations and is required to be issued prior to construction of development on improved or unimproved property in the extra-municipal areas of Walker County.)*
- C2. _____ **On-site Sewage Facility Permit – Single Family Residential and Development Permit** - *(This permit is required for compliance with the Walker County On-site Sewage Regulations and Texas Commission on Environmental Quality)*
- C3. _____ **Development Permit – Commercial / Multi-Family** *(This permit is required for compliance with the Walker County Floodplain Regulations and is required to be issued prior to construction of development on improved or unimproved property in the extra-municipal areas of Walker County)*
- C4. _____ **On-site Sewage Facility Permit – Commercial / Multi-Family and Development Permit** - *(This permit is required for compliance with the Walker County On-site Sewage Regulations and Texas Commission on Environmental Quality)*
- C5. _____ **Multi-Property Development Permit – Commercial / Multi-Family** *(This permit is required for compliance with the Walker County Floodplain Regulations and is required to be issued prior to construction of development on improved or unimproved property in the extra-municipal areas of Walker County. This permit is for projects involving multiple-properties for a single project.)*

SECTION D – NATURE OF PROPOSED CONSTRUCTION

*(Required for all applications. **Mark all that apply**)*

- D1. _____ Single Family Residential
- D2. _____ Multi-Family Residential
- D3. _____ Non-Residential
- D4. _____ Alteration of a Natural Waterway or Drainage Course
- D5. _____ Placement of Fill Only
- D6. _____ Other: _____

SECTION E – DESCRIPTION OF PROPOSED CONSTRUCTION

*(Required for all applications. **Mark all that apply**)*

- E1) _____ New Construction Site Built Home(s)
- E2) _____ New Construction Manufactured Home(s)
- E3) _____ New Construction Recreational Vehicle
- E4) _____ Commercial: _____
- E5) _____ On-site Sewage Facility
- E6) _____ New Construction Non-Residential Accessory Structure (Garage, Storage Building): _____
- E7) _____ Substantial Improvement to Existing Structure (Improvement greater than 50% of the value of the structure.)
- E8) _____ Electric Service Only (Non-Residential): _____
- E9) _____ Other: _____

SECTION F – SITE PLAN / FLOOR PLAN

All applications must include one copy of plans for the proposed development in the form of a site plan with a scale showing location of improvements in relation to property boundaries and roadways. Applications involving a structure must include a floor plan of the building. For projects that include a residential or non-residential building the approximate square footage should be entered below. For Commercial and Multifamily projects the square footage of paving (including rock) should be entered in F2 and other development in F3 (pipelines, equipment, etc.) If more than two structures are being included in the application the square footage can be addressed by the site plan and the blanks below marked "See Attached Site Plan". Single Family Residential applicants can mark F2 and F3 as Not Applicable "NA".

F1. Number of Bedroom(s) / Square Footage of Building(s)	F2. Square Footage of Paving	F3. Other Non-Paving Development

SECTION G – ON-SITE SEWAGE FACILITY (OSSF) INFORMATION

An answer to G1 is required for all applications. The remainder of the section is required for all on-site sewage applications only.

G1. Does the proposed construction include a structure that is required to be served by an on-site sewage facility or the installation of an on-site sewage facility?

_____ Yes _____ No*

*If the answer to G1 is no then the remainder of this section may be left blank.

G2. Will the proposed construction be served by an existing on-site sewage facility that does not require a change in the capacity, permit, or design of the system? (ie: replacement structure, reconstruction, or addition within original footprint)

_____ Yes* _____ No

*If the answer to G2 is "Yes" then the applicant must complete an *OSSF CHANGE OF STRUCTURE FORM*, attach it to this application, and the remainder of this section may be left blank.

G3. Is there any existing OSSF already on the property?

_____ Yes _____ No How Many? _____

G3a. If the answer to G3 is "Yes" then will the existing OSSF continue to be used after the new construction is complete?

_____ Yes _____ No, it is being replaced/abandoned.

G4. Will the OSSF serve a non-residential structure, multi-family or multiple residential structures? (This would not include systems that serve accessory residential structures such as a residential garage, or outbuilding utilized as part of the primary residential building.)

_____ Yes* _____ No * If "Yes" what is the estimated flow in gallons per day of the OSSF? _____

SECTION H – CERTIFICATIONS AND ACKNOWLEDGEMENTS

I, the below signed individual, am the legal owner or legal representative of the owner of the property described in this application. I do hereby certify that the information contained in this application is a true, correct, and accurate description of the property, construction, and development for the permit being applied for. The below signature further represents my understanding, agreement, and acceptance of the following items:

H1. Authorization is hereby given to Walker County and its representatives to enter onto the private property described in the application for the purpose of inspection and regulation related to this application including but not limited to on-site sewage facilities, environmental regulation and to inspect development as defined by the Walker County Floodplain Regulations.

H2. The completion and acceptance of this application by Walker County in no way shall be construed as a guarantee that the proposed construction will be approved for installation. This application may be rejected at any point without any refund of the application fee. This application and any related variance, review, or approval will expire 180 days from the submittal of this application and a new permit application and fee will be required along with new approvals of all variances, reviews, and related submittals. Any permit issued on the basis of this application will expire 180 days from the date of issuance unless specifically extended in writing.

H3. The completion and acceptance of this application is not an authorization to perform any activity. An authorization to construct or Development Permit must be issued prior to any actual construction or development taking place subject to penalty of law.

H4. **Any permit for development issued upon the basis of this application reflects an administrative attempt by Walker County to determine the relation of the building site to the Special Flood Hazard Areas represented on the FEMA Flood Insurance Rate Maps. This determination is being made in order to limit flood damage caused in Walker County and in order to allow for the partial subsidization of flood insurance within Walker County. Any determinations made by Walker County and/or its representatives are in no way to be construed or utilized as engineering grade determinations, nor should the determinations made by Walker County and its representatives be in any way taken to provide assurance that the subject area is actually outside the Special Flood Hazard Areas or any area subject to flooding. These permits are not to be used to provide assurances that the structure or construction being permitted will or will not flood or negatively impact adjoining properties. If the builder or landowner wishes to have a detailed determination of flood risk made on the subject tract then the builder or owner should contract with a private professional or professional firm to have such a determination made.**

H5. I hereby release, indemnify, and hold harmless Walker County and its employees and agents for any and all claims, costs, or liabilities, expressly including alleged negligence, or for any damages to property or persons arising from the inspection, construction, development, design, or review related to this application or occurring under any permit issued in relation to this application.

H6. **I certify that all necessary permits from those Federal, State, or local government agencies (including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334 (Corps of Engineers), Texas Commission on Environmental Quality, Texas Historical Commission, United States Fish and Wildlife (Endangered Species), Texas Water Development Board, City Approvals, etc.) from which prior approval is required have been obtained.**

By signing below I certify that I have reviewed this application thoroughly, that the information contained herein is true, correct, and accurate, and that I understand and agree to all of the provisions, statements, and certifications made herein.

Signature	Printed Name	Date
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ACKNOWLEDGEMENT FORM FOR FEDERAL, STATE, AND LOCAL PERMITTING REQUIREMENTS

The applicant/developer should review the following list of Federal, State, and Local government agencies. This document is provided to improve the applicants knowledge of Federal State and Local agencies that may require permits for proposed projects, it is not intended to be a comprehensive listing.

Texas Commission on Environmental Quality

(Discharge, Storm Water, Environmental Regulations, public water, public sewer,etc)

TCEQ Permits organized by business type:

http://www.tceq.texas.gov/nav/permits/business_types

TCEQ Small Business and Local Government Assistance:

<http://www.tceq.texas.gov/assistance/sblga/sblga.html>

800-447-2827

United States Army Corps of Engineers

(Clean Water Act, Section 404 Permits (*wetlands*))

Fort Worth District

<http://www.swf.usace.army.mil/missions/regulatory/permitting>

817-886-1731

Galveston District

<http://www.swg.usace.army.mil/business-with-us/regulatory/permits>

409-766-3930

United States Fish and Wildlife Service (Endangered Species Act)

281-705-7436

Texas Parks and Wildlife Department

http://www.tpwd.texas.gov/faq/landwater/sand_gravel/

512-389-4639

Texas Historical Commission (State Historical Preservations Office)

<http://www.thc.texas.gov/project-review>

512-463-8884

General Land Office

Information on dunes

www.glo.texas.gov

1-800-998-4GLO (4456) or 512-463-5001

Texas Department of Transportation

Access permits for driveways through TxDOT right-of-way.

936-295-7491

Trinity River Authority and San Jacinto River Authority

TRA – 936-365-2292 SJRA – 936-588-1111

Local Cities – Huntsville (936-294-5710)

Riverside (936-594-2520)

New Waverly (936-344-6621)

The project applicant understands that it is fully their responsibility to ensure compliance with Federal, State, and Local permitting, code, law requirements including but not limited to applicable agencies/citations listed above.

Signature

Printed Name

Date

WALKER COUNTY PROCEDURES AND ACKNOWLEDGEMENT FORM FOR THE INSTALLATION OF AN ON-SITE SEWAGE FACILITY

1) The Property Owner should be advised that the approval for the use of an On-Site Sewage Facility is a three-step process involving the following steps:

- a) **Application** : The Landowner or his or her legal representative must turn in a signed application, a signed copy of this sheet, a current valid deed of ownership, and pay the application fee. **The application fee will not be refunded if the system is turned down, or the permit expires.**

- b) **Authorization to Construct** : Before the Authorization to Construct can be granted all planning materials and documents must be submitted to the permitting office and reviewed for compliance. The Authorization to Construct is a printed form which must be signed and dated by a review officer of Walker County, unless an owner or installer is in possession of a signed copy of this form then it should not be assumed that construction has been authorized. **There should be no construction prior to receipt of an Authorization to Construct, any such construction is a violation of State law.**

- c) **Notice of Approval** : The Notice of Approval will be granted following a satisfactory inspection of the OSSF by Walker County. The Notice of Approval is a printed form which must be signed and dated by authorized agent of Walker County before it becomes valid. **Unless a landowner is in possession of a signed Notice of Approval then it should not be assumed that the Permitting Authority has approved the system for use. The operation of an OSSF without a valid Notice of Approval from Walker County is a violation of State law.**

2) Walker County has five (5) business days from the receipt of ALL necessary paperwork to pass or reject a submittal for an Authorization to Construct. If a submittal is rejected, then the five (5) days will begin again when the new set of paperwork is submitted. **The installer or landowner will be contacted as soon as an Authorization to Construct has been granted. All reviews shall be performed in the order of submittal. Calling to check the status of a review will not speed up the review process.**

3) All inspections must be set up at least 24 hours in advance. The installer must call and set up the inspection with Walker County. Inspections will not be granted for Holidays, Weekends, or non-business days. There are a limited number of inspections available on a given day, if all inspection slots are full then an inspection will not be granted for that day. All failed inspections or late cancellations are subject to re-inspection fees to be paid in advance of any re-inspection.

4) The landowner or the installer must provide and set up a Surveyor's Level, Laser Level, etc. at the site before inspection.

5) Applications will expire 6 months from the date of issue or 1 year from the date of the Authorization to Construct.

6) It is the responsibility of the property owner to work with and check the work of their contractor(s) in order to ensure that such work is done correctly and in accordance with their wishes. It is the property owner's responsibility to see to the installation and construction of an OSSF, which meets state standards and have that system approved by the Permitting Authority (Walker County) before beginning to use the OSSF.

7) **The use of an On-Site Sewage Facility which has not been approved or the construction of an OSSF without prior approval is a violation of State law subject to penalties including fines of \$200 per day and possible loss of licenses.**

8) As with any contracted work the property owner is advised to take steps to assure that his or her contractor completes the job in a satisfactory manor, such as withholding payment until the system is completed. Please remember that the system is not considered usable until a signed "Notice of Approval" has been issued.

9) It is the property owner's responsibility to take necessary steps to properly abandon any tanks, boreholes, seepage pits, etc. that will no longer be used as part of a sewage disposal system. It is recommended that such an abandonment take place at the time of installation as this may save the property owner some cost in completing the necessary work.

10) BE ADVISED THAT AN ON-SITE SEWAGE FACILITY UTILIZING SECONDARY TREATMENT (ie: AEROBIC SYSTEM) AND SERVING A SINGLE FAMILY, OWNER OCCUPIED RESIDENCE CANNOT BE MAINTAINED BY THE HOMEOWNER UNLESS ALL DISPOSAL AREAS ARE A MINIMUM OF FIFTY (50) FEET FROM ALL PROPERTY LINES. IF YOU ARE INTERESTED IN HOMEOWNER'S MAINTENANCE PLEASE DISCUSS THE PROPER PLACEMENT OF YOUR OSSF WITH YOUR SYSTEM DESIGNER AND INSTALLER BEFORE INSTALLATION. BE ADVISED THAT THERE MAY ALSO BE OTHER REQUIREMENTS INCLUDING FORMAL TRAINING NEEDED TO QUALIFY FOR THE PROGRAM.

11) Issuance of a Development Permit does not authorize any improvement(s) in violation of TAC 285 related to On-Site Sewage Facilities unless a specific written variance has been applied for and granted.

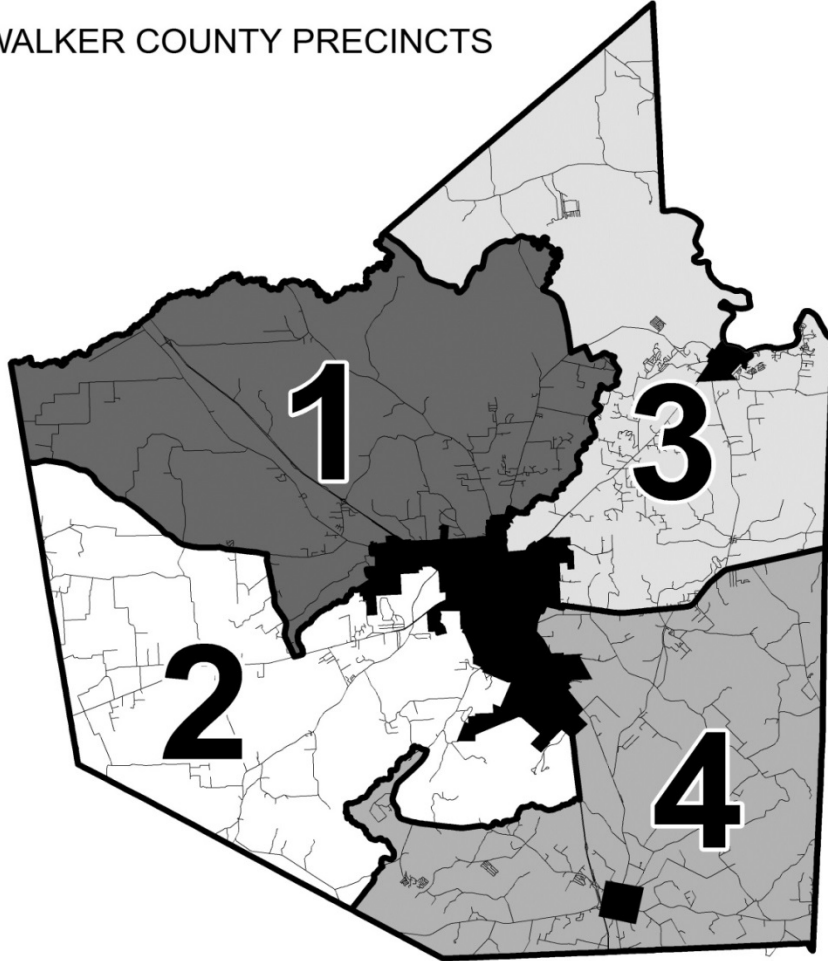
I, the undersigned individual understand the preceding statements and procedures and by signing I acknowledge and agree to the responsibilities and regulations listed above.

Signature of Applicant / Owner: _____ Date: _____

CONSTRUCTION NEAR COUNTY RIGHTS OF WAY AND ROADS

Please remember that if you intend to **construct fencing or other projects near publicly maintained roads** that you need to consider the existing county rights-of-way and easements when planning your project. The current standard is a 60 ft right-of-way with 10-15 ft utility easements on either side, however these easements and rights-of-way are of varying widths throughout Walker County depending on the age and method of acquisition. It is strongly recommended that property owners **contact their Precinct Commissioner's Office prior to construction for assistance in locating your project in a manner that will prevent the loss of your resources and avoid the owner's expenses related to relocating the improvements.**

WALKER COUNTY PRECINCTS



CONTACT INFORMATION FOR PRECINCT COMMISSIONER'S OFFICES

Danny Kuykendall – Precinct 1 (936) 295-3641

Ronnie White – Precinct 2 (936) 295-6963

Bill Daugette – Precinct 3 (936) 295-7984

Jimmy D. Henry – Precinct 4 (936) 435-8055

Acknowledgement of receipt by Landowner: _____ Date: _____