

NEWCOMERS GUIDE FOR OBTAINING RESIDENTIAL DEVELOPMENT PERMITS IN SAN JACINTO COUNTY

Welcome to San Jacinto County! To assist you, our new neighbor, in settling in our beautiful county, the following procedure will guide you through the process for obtaining the permits necessary to establish your new residence.

STEP 1: Obtain 911 Address

Your new 911 address can be obtained by contacting the 911 administrator at 936.377.3014. You will need to have the following information available:

1. Lot and block number if in subdivision

-OR-

2. Name of street or road and the location of the nearest known highway intersection.

-OR-

3. Nearest known 911 address

There is no charge to obtain this address.

> You must have an assigned 911-address prior to proceeding.

STEP 2: SJC General Residential Development Permit (GRDP)

After receiving your new 911 address, your next step is to obtain a General Residential Development Permit (GRDP) from the San Jacinto County Central Appraisal Office. This building is located at the intersection of Slade (FM2973) and E. Pine Avenue, one block east of the courthouse in the City of Coldspring. Upon presentation of the 911 address, a staff member, with your assistance, will determine the exact location of your property on the County's Federal FEMA Floodplain Map. If it is determined you are developing a homesite within the established boundaries of the FEMA Floodplain; you will be given a FloodPlain Development Packet. Prior to being issued the GRDP, this packet must be completed and submitted to the FloodPlain Administrator, also located in the Appraisal building. More information and instructions on obtaining a FloodPlain Development Permit will be made available at this time.

> If in the floodplain, a GRDP will not be issued until the FloodPlain Development Plan is submitted and approved.

If your new homesite is determined NOT to be in the FEMA defined floodplain, you will be issued a San Jacinto County GRDP. The permit will be a 1 page numbered document that contains information relevant to your home and property. The number will be your assigned permit number for future reference. The permit, and assigned number, will be the document you will need to obtain an OSSF (septic) Construction Permit. It will also be used to obtain electrical and water service. A legal description of your property and your new 911 address will be required when applying for the GRDP. The cost of the permit will be \$45, payable at the time the permit is

issued. Cash will be accepted; checks or money orders must be made payable to San Jacinto County Appraisal District.

You will need the following information:

- Property Owners Name
- Square Footage of property improvement
- Estimated value
- roof material, siding material, etc.

> OSSF permitting and New Residential Electrical Service will not be provided without a GRDP.

STEP 3: SJC County OSSF Construction Permits (Septic Permits)

There are two agencies that issue septic permits within San Jacinto County, the Trinity River Authority (TRA) and Eastex Environmental Services, Inc. Generally speaking, the TRA issues on-site septic permits for any area within 1000 feet of Lake Livingston inclusive of the entire boundary of the lake-side subdivisions. Eastex Environmental provides septic permitting for the remainder of the County, including all subdivisions and residents below the Lake Livingston Dam.

If you are unsure as to which jurisdiction you are located, you may call either Eastex Environmental Services at 936.653.3249 or Trinity River Authority at 936.365.2292 to assist you.

For those living in TRA jurisdiction, application for septic systems are obtained from the TRA office, located on the East Side of the Lake Livingston Dam off FM 1988. The cost of the permit is \$90.00 and payment must be made by cash, check, or money order. The GRDP containing the new 911 address and legal description will be required when applying for the permit. Validation of OSSF compliance will be made on the permit in order to obtain electrical service.

The TRA may require additional permitting for development of lake front property. More information will be provided at this time.

For those residents outside of TRA jurisdiction, residential OSSF construction permits may be obtained at the Eastex Environmental Services office located at 3 Weaver Street in Coldspring. The office is located approximately 0.7 miles west of the County courthouse off Highway 150 on Weaver Street (for directions call 653-3249).

Upon presentation of the SJC GRDP, an interview will be conducted to determine if an OSSF construction permit is required. If it is determined a permit is necessary; the resident may obtain an application for construction from this office. An application fee of \$170.00 will be required. Cash, checks, money orders, (payable to Eastex Environmental Services, Inc.) will be required upon receipt of the application. More information and instructions will be provided at this time relevant to the OSSF permitting procedure. A validation stamp will be placed on the GRDP attesting that the resident is complying with the County Septic Ordinances. Should it be determined that a new septic system not be required, the Development Permit will be validated without charge.

Other than the SJC GRDP, no other information will be required to obtain the County OSSF application. However the application must be completed and returned to the EES office prior to commencing construction on the septic system. This can only be done after the application has been completed, reviewed and approved by EES and a permit to construct has been issued.

➤ The OSSF validation is required on the GRDP before proceeding to Step 4.

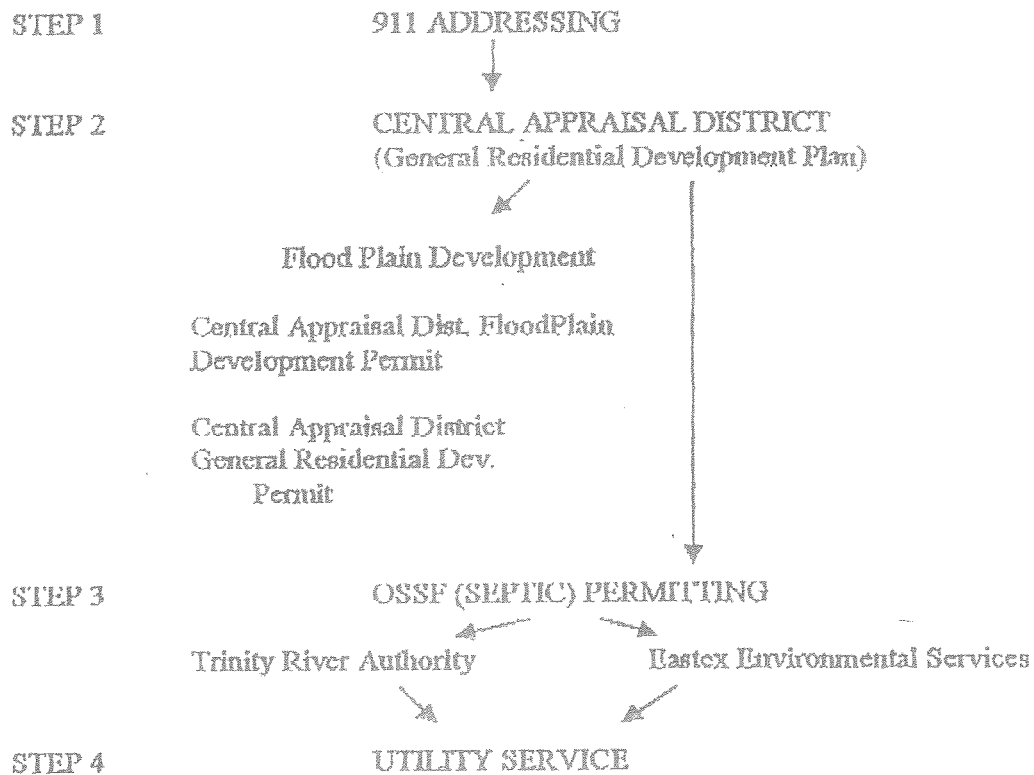
STEP 4: Electrical and Water Service

Electrical service is provided to San Jacinto County by two entities. Entergy Corp primarily serves the southern end of the county (Shepherd-Cleveland Area) while Sam Houston Electric co-op (SHECO), services the remainder of the County.

If the new customer is in the Entergy service area, he may obtain service by faxing his validated GRDP to Entergy Corp. Entergy Corp. requires that Eastex Environmental Services fax the document from their office. There will be no charge for this service.

Should the service provider be SHECO, the new customer must produce the GRDP (with the OSSF validation stamp), at the SHECO office (Livingston or Coldspring) when requesting service. More detailed personal information and instructions may be requested from the services companies at this time.

Local water service companies may require you to present the GRDP when requesting water service.



Helpful Telephone Numbers:

911 Addressing:	936-377-3014
Central Appraisal District	936-653-4479
FloodPlain Administrator	936-653-4479
Eastex Environmental Svs.	936-653-3249
Trinity River Authority	936-365-2292
Entergy Corporation	1-800-368-3749
SHECO	1-800-458-0381
County Judge	936-653-4331
Commissioner Pct 1	936-653-2509
Commissioner Pct 2	936-628-6435
Commissioner Pct 3	281-592-1109
Commissioner Pct 4	936-377-2481