

Montgomery County Permitting Department
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TO WHOM IT MAY CONCERN:

The Montgomery County Permitting Department would like to thank you for your cooperation throughout the permitting process, however, there are some on going problems that we are encountering. Although these problems are minor, they seem to be occurring on a regular basis and must be corrected. In order to correct these problems in a timely fashion, we are instilling a policy that if one or more items are found to be incorrect or incomplete, the paperwork will be **RETURNED TO APPLICANT**.

The following information is required for building and/or septic permits:

I. Building permit requirements

- A. Completed application for building and/or septic
- B. Copy of complete legal description of property
 - 1. Subdivision name, section, block and lot
 - 2. Metes and bounds description (can be found at Montgomery County Clerk's Office or as an "Exhibit" on a deed)
- C. Non-Emergency 911 or HL&P must issue a physical address before permitting process will take place.
- D. Must show proof that water and/or sewer will be provided to the property (tap fee receipts, recent bill, or letter from utility district).
- E. Site plan or survey with exact location of new and/or existing structures.
[All documents are required to be no larger than legal size paper (8 1/2" x 14").]
- F. Original construction date must be shown on all existing structures.
- G. All enclosed structures that are not attached (by breezeway, etc.) must have a separate building permit.
- H. When connecting a new home to an existing septic system, the following are required:
 - 1. Site evaluation and septic verification letter from sanitarian or engineer.
 - 2. Septic Disclaimer issued by an authorized agent.
- I. For property located in the Extra Territorial Jurisdiction (E.T.J.), a Certificate of Compliance or a Development Approval Form (Form 101) is required from the Engineering/Planning Department of that city. This does not apply to properties located in recorded subdivisions with no changes.
 - 1. City of Conroe: 300 West Davis Street, Conroe, Texas 77301. Contact Rami A. Tuffaha at (936) 539-4431 if there are any questions.
 - 2. City of Houston: 611 Walker, Houston, Texas 77002; P. O. Box 1562, Houston, Texas 77251, Telephone: (713) 837-7701 or (713) 837-7968. Contact Hector Rodriguez at (713) 837-7816 if there are any questions.
- J. Any commercial structure which exceeds 15,000 square feet of covered area including building footprint, concrete or asphalt parking areas, etc. will be required to have an approved drainage plan prior to permits being issued. All commercial structures must have a completed Guidelines for Commercial Permits Form and follow instructions for Fire Code Permits.
- K. **The status of the floodplain will be determined at the time of permitting.**
 - 1. If any part of the property is determined to be in the 100 year floodplain, an **original survey*** showing the floodplain and structure(s) location and/or a signed Floodplain Determination Disclaimer is required at time of permitting.
 - 2. If any part of the structure is determined to be in the 100 year floodplain, an **original Elevation Certificate*** is required at time of permitting, showing top of bottom floor to be one foot above Base Flood Elevation (BFE).
 - 3. A Temporary Permit will be issued allowing forms to be set or any structure to be moved in place on property, so the above requirements can be met.

Montgomery County will **NOT** issue permits for any **RESIDENTIAL** structure or septic located within the **REGULATORY FLOODWAY**.

* Must be certified by a surveyor, engineer, or architect.

II. **Septic permit requirements**

- A. Completed application for building and septic
- B. One (1) original and two (2) copies of site evaluation and septic design.
 - 1. Each copy should be signed and sealed appropriately.
 - 2. If building a commercial structure and the building is five thousand (5,000) square feet or more, the septic design must be sealed by an Engineer.
- C. Floor plans for all residential and commercial buildings showing applicable bedrooms, restrooms, and square footage of structure signed by property owner. The drawings will be returned when the permit is issued.
- D. If floodplain exists on property, the following requirements apply:
 - 1. System not in 100 year floodplain
 - a. Property must be shown to scale and in its entirety.
 - b. Location of floodplain and/or floodway must be shown to scale.
 - c. System must be located outside the 100 year floodplain if possible.
 - 2. System in 100 year floodplain
 - a. All above requirements must be met
 - b. Must have **original** Elevation Certificate
 - c. Must be aerobic system
 - d. Buoyancy calculations, strap down diagram, and a variance letter are required with the septic design
 - e. Must be approved by the Montgomery County Commissioners Court
- E. Disclaimer
 - 1. Must be signed and notarized
- F. Affidavit to the public (Aerobic systems only)
 - 1. Must be signed by property owner, notarized, and filed with the Montgomery County Clerk's Office prior to permitting.
- G. Two year initial service policy (Aerobic systems only)
 - 1. Property owner is responsible for appropriate information.
- H. Map to property
 - 1. Must be drawn from a closest major road (F.M., Highway, Loop, or Interstate).
- I. Guidelines for Commercial Permits (for commercial property only)
 - 1. Must be completed and signed by the property owner.
- J. Must have all requirements for building permits, unless building is existing.
 - 1. If building is existing, it must be shown on design and state that the building is existing.
 - 2. If there is existing septic connected to building, the location must be shown on design.

ALL SEPTIC APPLICATIONS ARE REQUIRED TO BE SUBMITTED IN PERSON.

Documents can be notarized in permitting office free of charge.

Permit fees must be made separately by checks, money orders, or exact cash only.

There is a three (3) item limit per check or money order made to Montgomery County Permits.

THANK YOU
MONTGOMERY COUNTY PERMITTING DEPARTMENT