



**MONTGOMERY COUNTY**  
ENVIRONMENTAL HEALTH SERVICES  
*PERMITS/FLOODPLAIN ADMINISTRATION*  
501 N. THOMPSON, SUITE 100  
CONROE, TEXAS 77301  
(936) 539-7836 • (281) 364-4200 EXT 7836 • FAX (936) 538-8155

**MONTGOMERY COUNTY**  
**CHECK LIST FOR SEPTIC SYSTEMS**

- \_\_\_\_\_ Completed **Permit Application** (Montgomery County Permit Office)
- \_\_\_\_\_ 3 sets of **Soil Analysis** (Site Evaluator) (1 original set)
- \_\_\_\_\_ 3 sets of **Septic System Design** (Designer) (1 original set)
- \_\_\_\_\_ **Floor Plans** for all residential and commercial buildings
- (A) Show applicable bedrooms, restrooms, and square footage of structure
  - (B) Signed by property owner
  - (C) Will be returned to applicant when permit is issued
- \_\_\_\_\_ **Disclaimer** (for **ALL** systems from Montgomery County Permit Office, notarized)
- \_\_\_\_\_ **Map** (drawn and written directions from Conroe)
- \_\_\_\_\_ **Affidavit to the Public for Aerobic Systems**
- (A) Signed by **Owner Only**, notarized
  - (B) Filed at **Montgomery County Clerks Office** (by owner or applicant)
- \_\_\_\_\_ **Two Year Initial Maintenance Contract for Aerobic Systems**
- (A) Signed by **Owner Only**
  - (B) Signed by **Installer** (if known)
- \_\_\_\_\_ **Site Plan** (with location of structure on property)
- \_\_\_\_\_ **Power of Attorney**
- (A) For signature of **Permit Application** and **Disclaimer**, notarized
  - (B) Must be original
- \_\_\_\_\_ **Commercial Guidelines** (for commercial property only)
- (A) Signed by **Owner Only**
- \_\_\_\_\_ **Legal Description** (plot plan & survey) (Montgomery County Clerks Office)
- |                                  |  |
|----------------------------------|--|
| (A) Subdivision (recorded plats) | (B) Metes and Bounds: written description (unrecorded plats) from: |
| (1) Lot                          | (1) Deed or  |
| (2) Block                        | (2) Deed of Trust or   |
| (3) Section                      | (3) Warranty Deed  |
- \_\_\_\_\_ If you receive water from a public utility district or company, you must furnish tap fee receipts, bill, or letter on letterhead from that company stating you have applied for their water service.

**IF PERMIT EXPIRES ALL PAPERWORK MUST BE UPDATED AND RESUBMITTED FOR NEW PERMIT.**

**TWO YEAR MAINTENANCE CONTRACT MUST BE COMPLETED BY OWNER AND INSTALLER BEFORE FINAL INSPECTION.**