

Development and Septic Permit Approval Process

Estimated time of approval:
5-7 business days

Before purchasing property, building a new structure, splitting property or installing an on-site sewage facility, please contact the Department of Development at 972-825-5200.

A pre-submittal meeting may be required prior to submittal for development permits. If feasible, submit an application and fees of development permit for review.

Project is reviewed by staff for compliance with setbacks and other applicable regulations.

Once project design meets all regulations, project is assigned to inspector of that review district; applicant notified to proceed with setting forms.

The Department of Development issues the permit for the project. Permit is good for up to six months from date of issuance. Permit may be extended for up to an additional six months at the discretion of staff.

Inspector reports findings and updates permit records.

Inspector goes to the project location to perform a site inspection site to ensure site and drawing match and comply with regulations. If it does not, site inspection on hold until corrected

Construction on project may begin.

Authorization to construct (Green Tag) is released to installer.

Installation of septic system may begin.

Blue Tag is issued if the septic system is installed per design.

Installer calls Department of Development for final inspection.

Maintenance contract service becomes active and required.

License to operate is granted to begin operation of the septic system.



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Development Permit Process only

Septic Permitting Process only