



**HARRIS COUNTY PUBLIC INFRASTRUCTURE DEPARTMENT
ARCHITECTURE AND ENGINEERING DIVISION**

John R. Blount, P.E.
Director

May 18, 2010

To All On-Site Sewerage Facility Designers and User

SUBJECT: Submittal Requirements for Temporary Above Ground Holding Tanks or Portable Toilets

Ladies and Gentlemen:

In order to expedite the plan approval process for temporary above ground holding tanks or portable toilets we ask that you comply with the Revised Rules of Harris County, Texas for On-Site Sewerage Facilities and the Texas Commission on Environmental Quality (TCEQ) 30 TAC 285 requirements by including the following with your permit application submittal:

1. A completed application signed by property owner, waste generator, or person having power of attorney over the construction site.
2. The metes and bounds description or survey of the construction site, if the site is not located in a recorded subdivision.
3. A scale drawing of the construction site (3 sets – 1 original and 2 copies) showing where the tanks will be located. The site plan can be drawn on the property survey to scale.
4. Letter of intent (Reasons for temporary sewage facility) including:
 - a. Reason for application for a temporary facility,
 - b. Projected duration of use,
 - c. Projected number of persons using the facility,
 - d. The number of tanks or portable toilets you plan on using and their gallon capacity.

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5. A copy of the portion of the FEMA FIRM panel where the site is located with the construction site accurately located to scale.
6. A copy of the completed and signed maintenance contract with a TCEQ licensed waste transporter who will service the tanks. Invoices are not acceptable.

The letter of intent should specify the planned number of holding tanks or portable toilets intended for use and their planned location on the construction site. Separate permits are not required for more than one above ground temporary holding tank or portable toilet at an individual construction site. If you are planning to utilize **in ground holding tanks**, all submittal requirements of §285.5(a) and §285.34(e) must be met and the plans must be prepared by a professional engineer or sanitarian.

Should you have any questions, please feel free to contact this office.

Sincerely,

Donald L. Bennett, RS
Manager Wastewater Section

jmb

cc: Raymond J. Anderson, PE
Darrell Hahn, PE