

**How to obtain a copy of an On-site Sewage Facility (“OSSF”)
Document from the Bell County Health District**

When an ARC application is submitted for a home improvement project in the backyard, you will need to provide a copy of the official septic engineer’s survey of your septic spray pattern or leech field that is on file with the Bell County Health District.

In most cases, homeowners are provided this document along with their closing documents at time of purchase. If you do not have a copy, you can obtain a copy from the Bell County Health District as follows:

Send an email to the Bell County Health District at:

ossf@bellcountyhealth.org

Write in the Subject Line:

“OSSF for [Insert **Full Address** of the residence]”.

Write in the Body of the Email:

“I am requesting a copy of the septic permit and a complete copy of the design document for my property. My HOA has requested a copy as part of the approval process for a home improvement project.”

Note:

If the property is less than 3 years old, it usually takes a day to process.

If the property is more than 3 years old, it could take 7-10 to process.

Bell County Health District Contact Information:

2905 W. Adams Ave., Temple, TX 76505

Phone: (254) 778-7557

Monday – Thursday 8:00am – 5:00pm