



Williamson County On-Site Sewage Facilities Online Application

Williamson County is now accepting and processing applications online.

We Accept the following Applications

- On-Site Sewage Facilities
- Plats
- Utility
- Driveway
- Floodplain Certificate of Compliance

To apply online – point Chrome, Firefox, Safari, Opera, or IE Explorer to:



MygovernmentOnline.org

Once on the MGO home page, create an account using the link in the upper right corner of the page.

Before you apply, you will need:

- A valid Williamson County Mailing Address

- If you do not have an address, please contact addressing@wilco.org for an address
- A digital copy of the OSSF Design and Soil Report
 - Email OSSF@wilco.org for a list of designers if you do not have a design
 - Homeowners can design the system themselves in some cases. For self-design options, please email OSSF@wilco.org
- A digital copy of the permit authorization letter if you are not the homeowner
- A digital copy of the site plan overview map
- A digital copy of the warranty deed for the property.
- If your system includes aerobic treatment you also need
 - A digital copy of the valid maintenance contract
 - A digital copy of the Maintenance Affidavit signed, notarized and recorded at the Williamson County Clerk's Office.

Submitting an Application:

- Point the web browser to mygovernmentonline.org
- Log in and select Williamson County TX as the jurisdiction
➤ [Click Next](#) ◀
- Select OSSF as the Project Type and Start a new application
➤ [Click Next](#) ◀
- Select the Application Type
 - Single Family Home
 - Commercial (includes restaurants, auto shop, offices, etc..)
 - Multiple Structures (more than one home or plumbed structure on a single lot)➤ [Click Next](#) ◀

After clicking the next button, the website will provide digital copies of various documents. These are provided as a reference and are not required by the online process.

➤ [Click Next](#) ◀

Enter the project address

➤ [Click Next](#) ◀

Contact Information Section

- Enter the Contact information for the Property Owners, Applicant and Designer including the email address.
 - If the Applicant is the homeowner, please enter the information twice
 - **IMPORTANT** – make sure the ☒ **Notify** box is checked for each contact email **AND** phone number.
- The remaining contact information boxes do not need to be completed
➤ [Click Next Contact](#) ◀

Complete the Application

- If you are unsure of what type of system you have, contact your designer or refer to the OSSF design report.
- If you are submitting a multiple structures application, please answer all questions about the

second structure / second home on the property.

- If there are three homes on the property, please contact the OSSF team lead at 512-943-3330 to determine if you should apply for a commercial permit.

➤ [Click Next](#) ◀

Submit the Documents

- As stated above the applicant will need to have digital copies of the application documents.
- Use the select button to upload each document

➤ [Click Next](#) ◀

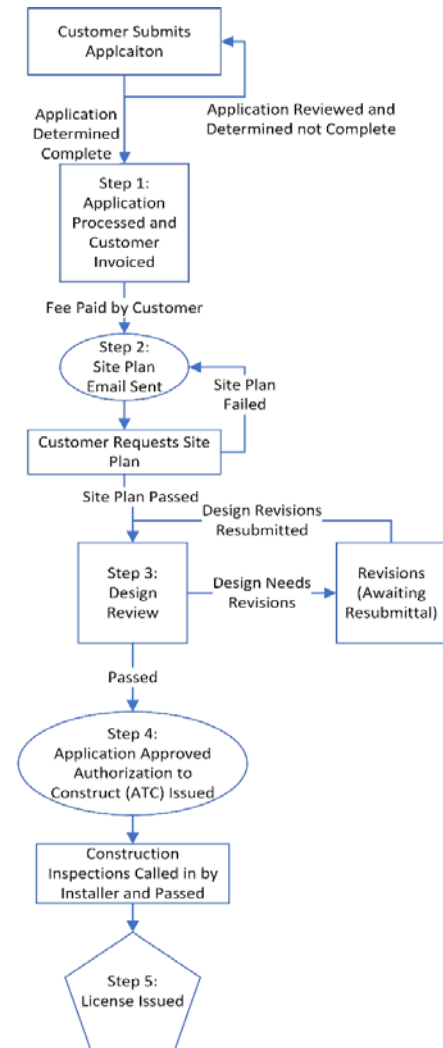
Save or Submit the Project.

- If you do not want to submit immediately, simply save the project for later.
- If you have uploaded all documents and are ready to submit, simply click the submit button.

For Technical Assistance – please call 512-943-3330 or email OSSF@wilco.org

[After the Application is Submitted](#)

There are 5 Steps in the Review Process



The applicant will receive regular emails when a process step is completed and if any actions are required. In addition, the applicant can find out the project status anytime through the portal.