

Instructions for Submitting an On-Site Sewage Facility Sale or Transfer of Ownership Inspection

Before you begin

- Contact LCRA's On-Site Sewage Facility program at ossf@lcra.org or 512-578-3216 (option 1) to obtain a preparation checklist, diagram of the OSSF and application packet.
- Once LCRA has provided you with the reinspection documents, you may submit your application online.
 - You will need the permit number listed on the preparation checklist to make sure your application is submitted to the correct permit/project. If the application is submitted to the incorrect project, LCRA will reject the application and you must reapply.
- Make sure to answer every question and upload the required documents. Incomplete applications will not be accepted and will be returned to you.
- Once posted, the permit fee can be paid by credit card or check. Credit card payments must be completed online. Checks must be mailed to the Austin OSSF office. The application is not considered complete and an inspection cannot be requested until LCRA receives the fee payment.

Submitting an application of reinspection

Step 1:

- Visit www.mgoconnect.org
 - This link will direct you to the new My Government Online interface, www.MGOConnect.org. The original platform is still available to use through www.mygovernmentonline.org. We have updated our instructions to follow the new platform. If you are a first-time user, please follow the instructions provided for MGOConnect.
- If you already have an account, skip to Step 2.
- If you do not have an account, create one.
 - Important note: The phone number you use to create your account will be the phone number that must be used for all applications when submitted to LCRA. MyGovernmentOnline will call your number to verify it. It is critical that you verify your number, otherwise you will not be able to link accounts/permits to your account without you calling MyGovernmentOnline support line to add your phone number.

Step 2:

- Log in to your account.
- Select “LCRA” as the jurisdiction. If you select another organization, your application will not be transferred to LCRA or seen by LCRA staff.
- From the “Home” screen, click on Apply Online for A Permit.



Step 3:

- Select “OSSF” as project type.

Please select a project type

HLWO/ HLDO Permit →

Marina →

OSSF →

Step 4:

- Select “Submission to an Existing Project.”

Do you want to use an existing project?

Get Started on A New Application →

Submission to an Existing Project →

Step 5:

- Select Reinspection Application.

Please select an application type

Reinspection Application →

📄 Sale Application

Step 6:

- In the “Search by project section,” you must have the permit/project number from the preparation checklist LCRA provided.
- Enter only the permit number in the Search by Project Number field. If you input additional data into the other fields, you may not get the correct file in the search return.
- Click search.

Please search the project you want to add the application to

Search by project number

OR

Search by project details

Project Name

Address

First Name Last Name Business Name

Back Search

Step 7:

- Under search results, select the permit/project number that is displayed.

Search results. Select a project to attach the application

TEST-AB - [REDACTED] # TEST-AB

Address [REDACTED]

Project Name Designation Work Type

TEST-AB - [REDACTED]

[REDACTED]

Step 8:

- A pop-up window will open. If this is the correct permit/project number, hit select.

The screenshot shows a window titled "Project TEST: [REDACTED]" with a close button (X) in the top right corner. The form contains the following fields:

- TEST: [REDACTED]
- Jurisdiction: LCRA
- Type: CGSF - Facility Reinspection - Single Family Dwelling
- Create Date: 08/22/2021
- Business:
- Applicant: [REDACTED]
- Physical Address: [REDACTED]
- Mailing Address: 2473 Wintz Dam Rd
- Lot Number: [REDACTED]
- SubDivision: [REDACTED]
- Work Type:
- Square Footage:
- Description:

At the bottom right of the form, there are two buttons: "Close" and "Select".

Step 9:

Reinspection Application

- Fill out all of the required fields (indicated with a red asterisk) on the sale application form.
- Click Next.

Step 10:

Files Upload

- Upload the application LCRA provided you, the floor plan of the structure and the MLS listing. If the property is not listed with a realtor, then the owner statement is sufficient.
- Click Next.

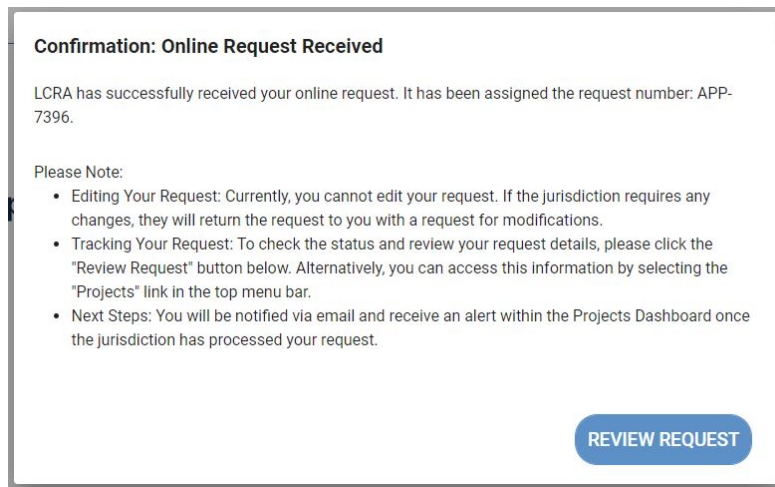
Step 11:

- Click Submit to send your application to LCRA for review.



Step 12:

- Once your application is submitted, you will see a submittal confirmation as shown below.



Step 13:

- LCRA will review and process your application. Upon completion, you will receive an email with the invoice containing payment options and instructions.
- If your application is incomplete, it will be returned to you with comments as to what is needed.
- To view the comments, log in to your MGOconnect online account, click on projects and open the project.

Request #APP- [REDACTED] Returned for your review [Open](#)

Address [REDACTED]	Jurisdiction LCRA
Request Type Reinspection Application	Submitted Date 01/25/2024 11:59 AM
Last Comment From Jurisdiction Your application is being returned for the following reasons...	Created Date 01/25/2024 11:59 am

- Go to the “Comments” tab to view the return comments.

Overview Address or Location **Comments** Dashboard File Upload

Request # APP- [REDACTED]
Returned for your review

Online request is NOT submitted. After you finish saving your changes please go to the Overview section and press Submit to return to the jurisdiction.

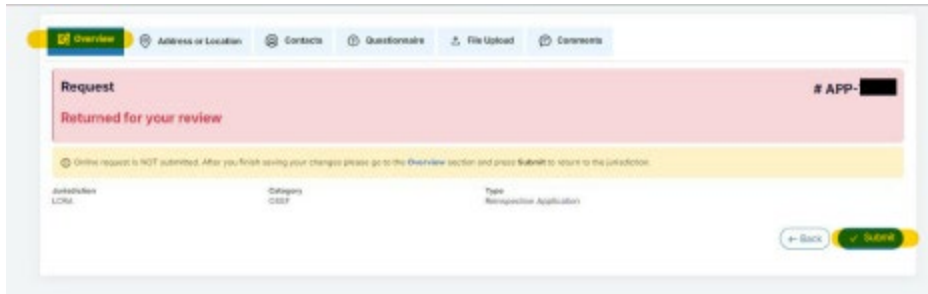
Date: 01/25/2024 10:03 PM Author: [REDACTED] Comment: Your application is being returned for the following reasons.

New Comment

Add Comment...

[Add Comment](#) [Back](#)

- After addressing outstanding items, save any changes, go to the Overview tab, and hit Submit to return the application to LCRA for review.



Paying the permit fee.

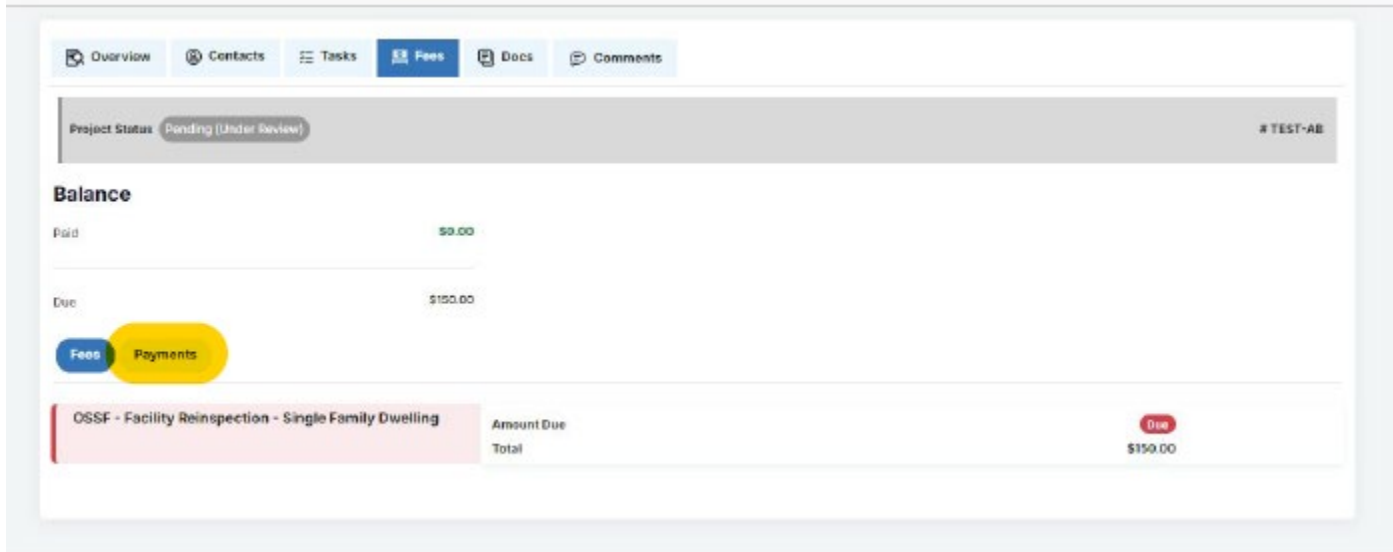
Step 1:

- When you receive the invoice from LCRA, log in to your MGOconnect online account to pay the reinspection fee.
- Click on Projects at the top of the screen.
- Open the corresponding project by clicking on the arrow next to Balance Due.



Step 2:

- Click the Payments button.



Step 3:

- Under New Payments, enter the needed information to pay online.