

**Rhode Island Department of Environmental Management  
Onsite Wastewater Treatment Systems (OWTS) Program**  
235 Promenade Street, Providence, RI 02908-5767  
Telephone: (401) 222-3961;  
Email: DEM.OWTS@dem.ri.gov  
www.dem.ri.gov/septic

**Construction Permit Application Submission Checklist**

Owner Name: \_\_\_\_\_

Designer Name: \_\_\_\_\_

Application No. \_\_\_\_\_

Date \_\_\_\_\_

The following Submission Checklist is to be completed by the designer and submitted with all construction permit applications except Joint Permits and Residential Repair Permits.

**OWTS Submission Requirements**

**NEW CONSTRUCTION**

- \_\_\_ Application Form
- \_\_\_ 4 Sets of Plans
- \_\_\_ Proper Fee (OWTS Rule 6.54)

**REDESIGN**

- \_\_\_ Application Form
- \_\_\_ 4 Sets of Plans
- \_\_\_ Proper Fee (OWTS Rule 6.54)

**ALTERATION**

- \_\_\_ Application Form
- \_\_\_ 4 Sets of Plans
- \_\_\_ Proper Fee (OWTS Rule 6.54)
- \_\_\_ Copy of Tax Card

**TRANSFER**

- \_\_\_ Application Form
- \_\_\_ Copy of Approved Plan
- \_\_\_ Proper Fee (OWTS Rule 6.54)
- \_\_\_ Copy of Deed

**COMMERCIAL REPAIR**

- \_\_\_ Application Form
- \_\_\_ 4 Sets of Plans
- \_\_\_ Proper Fee (OWTS Rule 6.54)
- \_\_\_ Copy of Tax Card

**VARIANCE**

- \_\_\_ Application Form
- \_\_\_ 4 Sets of Plans
- \_\_\_ Proper Fee (OWTS Rule 6.54)

If design flow increase is proposed also provide:

- \_\_\_ Variance Application Form & Associated Attachments

**RESIDENTIAL REPAIR**

Use Residential Repair Submission Checklist

If New Building Construction Variance also provide:

- \_\_\_ List of Abutters w/ in 200' of System
- \_\_\_ Radius Map

**JOINT OWTS/WETLANDS**

Use Joint Permit Application  
\*Single Family Lots Only

**DESIGNER COMMENTS:**

**OWTS PROGRAM REVIEW COMMENTS:**

The application, plans and attachments are being returned unacceptable.  
If an application for this site is resubmitted, enclose this checklist.

Resubmission Fee Required: \$ \_\_\_\_\_

RIDEM Official: \_\_\_\_\_ Date: \_\_\_\_\_

Onsite Wastewater Treatment Systems Program

1/25/2023