

## **IMPORTANT NOTE REGARDING INSTALLER LICENSE RENEWALS**

If you are currently an **active installer** then your name should be listed as “active” (indicated by an “A” in the far right column) on the [list of licensed OWTS installers](#). If you are an active installer, **fill out and submit the following form** along with the required **\$150 fee** to renew your license.

If on the [list of licensed OWTS installers](#), your name **does not appear or is listed with an “E”** in the far right column, your license is **expired**, please refer to the table below to determine the **required late fee**.

Years Expired	<1 yr	1-2 yrs	2-3 yrs	3+ yrs
Late Fee*	\$100	\$200	\$300	Retake exam

\*This fee must be submitted in addition to the renewal fee required on the renewal form.

If you are uncertain as to the expiration date of your license or have any other questions, please contact Linda Washington at (401) 222-4700 ext. 7718 or at [linda.washington@dem.ri.gov](mailto:linda.washington@dem.ri.gov)

For office use only  
Application number \_\_\_\_\_

Application  
Date \_\_\_\_\_

Amount \_\_\_\_\_

Ck.No. \_\_\_\_\_

Note \_\_\_\_\_



RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
Onsite Wastewater Treatment Program  
Office of Water Resources, Room 260  
235 Promenade Street, Providence, RI 02908-5767



# APPLICATION FOR RENEWAL OF OWTS INSTALLER LICENSE

**YOUR CURRENT LICENSE EXPIRES DECEMBER 31, 2011.**

## **ADMINISTRATIVE PROCESSING**

Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with Rule 13.3 of the OWTS Rules. Upon completion of this review, you will receive written acknowledgement of the disposition of the renewal of your license, in the form of a new license or a notice of expiration, citing the reason for the expiration. Any valid license, for which a renewal application is submitted on or before December 31, 2011, shall be considered valid unless otherwise indicated in the disposition acknowledgement.

**NOTE** that there will be **NO GRACE PERIOD** for this renewal of Installers Licenses. If as of January 2, 2012, an application for renewal of an Installer License is not received by this office the license will be expired.

## **INSTRUCTIONS**

- Provide **all** the information requested below.
- Return this completed form, and the \$150.00 renewal fee (**Payable to: the Rhode Island General Treasurer**) to the address above by December 31, 2011.

Renewal Fee			
License	Renewal Fee per Year	Renewal Term	Fee for This Renewal
Installer License	\$50.00/year	3 Year	\$150.00

**This renewed license expires December 31, 2014.**

INSTALLER LICENSE NUMBER \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

### **TAX CERTIFICATION**

Any person applying for any license or permit to conduct a business or occupation within Rhode Island or any person renewing a motor vehicle operators license or motor vehicle registration within Rhode Island must have filed all required state tax returns and paid all taxes due the state or must have entered into a written installment agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.

***I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state or have entered into a written installment agreement with the Rhode Island Division of Taxation.***

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**