

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 EXPIRED DECEMBER 31, 2014

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, 2014, 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, 2015, 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 appropriate fee* (**Payable to: the Rhode Island General Treasurer**) to the address above. Forms that are post-marked or received by drop-off at RIDEM after December 31, 2014 will be late renewals and a **late fee** will be due.

Renewal Fee

License	Renewal Fee per Year	Renewal Term	*Renewal Fee - Including <u>LATE FEE</u> Information
Installer License	\$30.00/year	3 Year 2015, 2016, 2017	LATE FEE: For renewal of license after 12/31/14 , add the following , as applicable, to the renewal application fee of \$90.00: Under 1 year expired: late fee = \$100 (Total \$190.00) 1 - 2 years expired: late fee = \$200 (Total \$290.00) 2 - 3 years expired: late fee = \$300 (Total \$390.00) Expired over 3 years, exam must be re-taken

When renewed using this form, your license will expire December 31, 2017.

INSTALLER LICENSE PRINT NAME

SIGNATURE

BUSINESS ADDRESS (This information will be posted to the RIDEM website)
BUSINESS PHONE WITH AREA CODE ()
BUSINESSS EMAIL

RESIDENTIAL ADDRESS
RESIDENTIAL PHONE WITH AREA CODE ()
RESIDENTIAL EMAIL

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