APPLICATION FOR RENEWAL OF OWTS INSTALLER LICENSE

To begin license term 2018, 2019, 2020

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, 2017, shall be considered valid unless otherwise indicated in the disposition acknowledgement.

NOTE that there will be NO GRACE PERIOD. If as of January 2, 2018, an application for renewal of an Installer License is not received by this office the license will be expired. Forms that are post-marked or received by drop-off at RIDEM after December 31, 2017 will be late renewals and a late fee will be due.

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.

Renewal Application Fee

<table>
<thead>
<tr>
<th>License</th>
<th>Renewal Term</th>
<th>*Fee - Including Late Fee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installer</td>
<td>3 Years 2018, 2019, 2020 (Your next renewal will be due by 12/31/20)</td>
<td>Renewal fee is $150.00. If the renewal application is submitted after 12/31/17, a late fee applies according to the following.</td>
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  - Submitted between 1/1/18 and 12/31/18, a late fee of $100 is required in addition to the renewal application fee of $150: (Total fee = $250).
  - Submitted between 1/1/19 and 12/31/19, a late fee of $200 is required in addition to the renewal application fee of $150: (Total fee = $350).
  - Submitted between 1/1/20 and 12/31/20, a late fee of $300 is required in addition to the renewal application fee of $150: (Total fee = $450).

  After 12/31/20: Expired over 3 years = Exam must be taken

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 __________

OWTS Installer License Renewal Application Form – December 2017
This form is available at the DEM website “www.dem.ri.gov”, select “Permits”, then “ISDS/OWTS (Septic) Designer/Installer Licenses”, then from the center of the screen select “OWTS Forms”, then “2017 Installer Renewal Application Form”.

RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
Onsite Wastewater Treatment Program
Office of Water Resources, Room 260
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