Construction Permit Application Submission Checklist

Owner Name: ____________________________  Application No.__________________________

Designer Name: ____________________________  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

JOINT OWTS/WETLANDS
Use Joint Permit Application
*Single Family Lots Only

1-8-20
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

1-8-20