



RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Onsite Wastewater Treatment Program

Office of Water Resources

235 Promenade Street, Providence, RI 02908-5767

Tel. (401) 222-3961; Email: DEM.OWTS@dem.ri.gov; Web: www.dem.ri.gov/septic



**APPLICATION FOR RENEWAL OF OWTS DESIGNER LICENSE CLASS I
or CLASS IV***

Beginning License Term 2021, 2022, 2023

***IMPORTANT NOTICE REGARDING RENEWAL OF CLASS IV LICENSES**

If a person holds both a Class I and a Class IV license they will expire if they are not renewed by 12/31/20.

Class IV licenses held with a Class II license will require renewal by 12/31/21.

Class IV licenses held individually will require renewal by 12/31/22.

ADMINISTRATIVE PROCESSING

Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with OWTS rule 6.12. Upon completion of this review, you will receive either a renewal letter or a notice of deficiency. Any valid license, for which a renewal application is submitted (hand-delivered, or post-marked) on or before December 31, 2020, shall be considered valid unless otherwise indicated in a notice of deficiency.

NOTE that there will be **NO GRACE PERIOD**. If as of January 2, 2021, an application for renewal of a Class I license is not received by this office, the license will be expired. **Application for renewal of an expired license will require submission of a late fee in accordance with rule 6.12(C) and the fee schedule in rule 6.54(B)**. If you apply for renewal after December 31, 2020, a late fee applies. Please consult the table below to establish the applicable late fee according to the time that has elapsed since your license expired.

IMPORTANT NOTE REGARDING LICENSE EXPIRATION

- ➔ OWTS rule 6.12(A) prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
- ➔ If you expect to perform soil evaluations after 12/31/20 plan accordingly.

INSTRUCTIONS

- Provide **all** the information requested below **and** on the reverse of this form.
- Return this completed form, all required supplemental material and the correct fee* (**Payable to: the Rhode Island General Treasurer**) to the address above by December 31, 2020, to avoid expiration and assessment of a late fee.
- Keep a copy of this form and continuing education documentation submitted in support of this application.
- A checklist is provided on the reverse to assist your compilation of all material necessary for the processing of this license renewal application.
- **Renewal of both Designer and Soil Evaluator Licenses**
If you are renewing a Class I and a Class IV license, **you must submit a separate form and appropriate fee for each license.**

License Class	Expiration	Renewal Term	Regular Fee	Late Fee
Class I	12/31/2020	3 Year 2020, 2021, 2022	\$150	Under 1 year expired = \$100 Total = \$250 1 - 2 years expired = \$200 Total = \$350 2 - 3 years expired = \$300 Total = \$450
Class I with a Class IV	12/31/2020	3 Year term: 2020, 2021, 2022	\$300 (\$150.00 for each license)	Under 1 year expired = \$100 Total = \$400 1 - 2 years expired = \$200 Total = \$500 2 - 3 years expired = \$300 Total = \$600

**** Please provide with this application, any soil evaluations that are past-due per rule 6.16 which details submission requirements for soil evaluations.**

