



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 DESIGNER LICENSE CLASS III, and IV*

Beginning License Term 2025, 2026, 2027

*RENEWAL OF CLASS IV LICENSES

If a person holds a Class III **and** a Class IV license both of these licenses will expire 12/31/24 unless they are renewed.

If a person holds **only** a Class IV license renewal is not required until 12/31/25.

ADMINISTRATIVE PROCESSING

Upon receipt of this form and required fee, your application will be reviewed for completeness and compliance with Rule 6.12 of the OWTS Rules. 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 31st, 2024, shall be considered valid unless otherwise indicated in a notice of deficiency.

IMPORTANT NOTE REGARDING LICENSE EXPIRATION

- ➔ If you are renewing both a Class-III and Class-IV License you must pay both fees
- ➔ OWTS Rule 6.12.1 prohibits an individual with an expired license to practice as a Licensed Designer or Soil Evaluator.
- ➔ If you have installations in progress, expect to start construction before 12/31/24 or shortly thereafter, or plan to perform soil evaluations after 12/31/24, be aware that expiration of your license will prohibit you from performing licensed activities including calling in a Start of Construction and performing soil evaluations.

INSTRUCTIONS

- Provide **all** the information requested below **and** on the reverse of this form.
- Return this completed form and the appropriate fee (**Payable to: the Rhode Island General Treasurer**) to the address above by December 31st, 2024, to avoid expiration of your license and assessment of a late fee.
- **Renewal of both Designer and Soil Evaluator Licenses**
If you are renewing both your Class III **and** your Class IV license, **you must submit a separate form and appropriate fee (see table below) for each license, although one check may be used.** This form is available on the RIDEM website at: <http://www.dem.ri.gov/>; click on the vertically oriented tab on the right of the screen labeled "Permits & Licenses"; from the menu "Septic (ISDS/OWTS) Licensing"; scroll down and from the left side of the screen, click on "OWTS Licensing Forms".
- Keep a copy of your completed Renewal Application Form 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 Application Fee – Including Late Fee Information	
Submission Date	Fee (per license)
Before 12/31/24	\$150.
LATE FEE	
For each license, add the applicable late fee (as indicated below), to the renewal application fee of \$150 per license	
Submission Date	Fee(s)
1/1/25 to 12/31/25	A late fee of \$100 is required in addition to the renewal application fee of \$150: (Total fee = \$250).
1/1/26 to 12/31/26	A late fee of \$200 is required in addition to the renewal application fee of \$150: (Total fee = \$350).
1/1/27 to 12/31/27	A late fee of \$300 is required in addition to the renewal application fee of \$150: (Total fee = \$450).
After 12/31/27	Expired over 3 years = License cannot be renewed

Continuing Education Unit (CEU) Documentation

Due to the recent rule change on 12/28/2021, those who hold a Civil or Environmental Professional Engineering License no longer have to submit CEUs as part of their Class-III license renewal. If you also hold a Class-IV license for less than 12 years, you must submit documentation of your CEUS on the attached self-reporting form.

Professional Engineering License

In addition to filling out this renewal form, please submit documentation proving you possess a PE license in either Civil or Environmental Engineering. Attach proof that your license is current and in good standing upon completion of this form.

PE #: _____

Signature: _____

Date: _____

Overdue Paperwork

In addition to this renewal form and attached CEU reporting form, you must also submit any overdue paperwork from the past three years. This includes any missing Soil Evaluations, As-Built plans, and Certificates of Construction. A list of missing forms will be sent to you, and it is your responsibility to submit them all prior to submitting your renewal form. Your license will not be renewed if all required paperwork is not submitted.

<p>BUSINESS ADDRESS (Information in this box <u>will appear on the RIDEM website</u>)</p> <p style="text-align: center; color: gray;">Information provided in this box will be used for the applicable licensee list(s) on the DEM website.</p> <p>BUSINESS PHONE WITH AREA CODE ()</p> <p>BUSINESS EMAIL (email address will <u>not</u> be posted to the website)</p>	<p>RESIDENTIAL ADDRESS</p> <p>RESIDENTIAL PHONE WITH AREA CODE ()</p> <p>RESIDENTIAL EMAIL</p>
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I hereby certify that I continue to hold the professional license(s) required as a minimum qualification to obtain the designer's license in accordance with Rule 6.11 and that such license(s) is (are) not expired or suspended.

DESIGNER LICENSE #	PRINT NAME	SIGNATURE

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 operator's 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

Submission Check List	<input checked="" type="checkbox"/>
Professional license(s) required as a minimum qualification to obtain the designer's license in Rule 6.11.2 in good standing	<input type="checkbox"/>
Proper Fee	<input type="checkbox"/>
Documentation of Continuing Education "CEUs" if Required <i>Indicate in table and attach documentation</i>	<input type="checkbox"/>
<i>Soil Evaluations past due (beyond 90 days of the date of the work unless DEM concurrence was obtained). Attach Soil Evaluations past due or explanation for each that has not been submitted.</i>	<input type="checkbox"/>
Certificates of Construction/As-built Plans <i>Attach COCs and ASBs past due or explanation for each that cannot be submitted</i>	<input type="checkbox"/>
Sign Tax Certification	<input type="checkbox"/>