

User Guide: OWTS Start of Construction Front End Process

- 1. Navigate to <u>https://dem.ri.gov/owr-portal-login</u>
- 2. Click Applications -> Start an Application

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Home	Applications	My Information $$	My Permits	My Licenses	Requests 🗸	Pending Requests	My Details	More 🗸	
	Start an Application All New Applications All Renewal Application	ons							

3. Click "Select" next to the Program you wish to apply for

Nect Program	
Search program here	
Dredge	
A dredge application is needed to ensure compliance with environmental regulations, assess potential impacts on ecosystems, and obtain necessary permits for safe and responsible dredging activities.	Select
Applications & Forms Available: Sediment Sampling Plan for Dredging Projects, Marine Dredging and Associated Activities	
Freshwater Wetlands	
The RIDEM Office of Water Resources has issued a Freshwater Wetlands General Permit (FWW GP), effective October 31, 2022, in accordance with Rule 3.10 of the FWW Rules.	Select
Applications & Forms Available: Application for a Freshwater Wetlands Determination or Permit, Freshwater Wetlands General Permit application, PWV Request For Regulatory Applicability.	
OWTS Licensing Applications and Forms	
The DEM Onsite Wastewater Treatment System (OWTS) Program administers the States' septic system permitting program to ensure the protection of public health and the natural environment.	Select
Applications & Forms Available: Installer Examination and License, Designer License Examination (Class 1 & II), Soil Evaluator License Examination, New Designer' License Application (Class 1, II, III & IV) and Renovals.	
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Septic & Onsite Wastewater Treatment Systems Applications and Forms	
The RIDEM Onsite Wastewater Treatment System (OWTS) Program oversees the state's septic system permitting to safeguard public health and the environment, with an emphasis on customer service.	Select
Applications & Forms Available: Soil Evaluation, Request for Wet Season Verification, Site Evaluation, Construction Permit, Start of Construction, CoC, Designer Affidavit, Subdivision Site Suitability Certification.	

4. Click "Select" next to the Application under the program you wish to apply for

	-
Start of Construction	
Once construction starts, permits allow one year to complete septic system installation. Repair applications also have one year. If construction begins, the final day is determined by the start date.	Select
Construction Permit Application	
If you buy a vacant lot that has an approved system or house under construction and the system is not finished. Transfer of ownership is allowed.	Select
System Suitability Determination Application	
This application form shall be completed by the Property owner in order to receive a determination as to whether an existing Onsite Wastewater Treatment System (OWTS) is suitable for the proposed renovation and/or change of use.	Select
_	Page 2 of 2

1 OWR Permit Application Portal Guidance

5. First is the Introduction Screen. Read carefully and click Next to proceed.

٠	Introduction	Introduction
•	Applicant Information	Licensed Designers may submit this form to notify RIDEM of an OWTS Start of Construction prior to the installation of any OWTS; or to schedule a RIDEM required
•	Construction Permit Details	Designer inspections must be conducted prior to notification and forms must be received by 3:00 PM on the business day before a scheduled RIDEM inspection. Please submit a separate form for each OWTS Permit.
•	Site Information	Visit our ONLINE PERMIT SEARCH for status, historical information and downloadable documents.
۲	Licensed Professionals	Save for later
-	Time of Netlan	

6. Next is the Applicant Information Screen. Carefully review this information. If you wish to make any changes, scroll to the top and click 'My Profile'. **Please note – if making changes, you MUST Restart the application for the new changes to apply.**

Onsite Wastewater Treatment System	in			
Introduction Applicant Information Construction Permit Details Site Internation Consolt Polymericonas Toron of Informations	Applicant Information Cooperation of the all contact generation is co Association of the all contact generation is Association of the association of the all contact of the Monol If you change any prefix experimention, you hypothesis	nent and carrect englormation carriest be processes w will need to restort your applics	an thi page Any such c Gan, so that your applic	ranges must be made by closing on the 'My Profile' I ation reflects your updates.
Confirmation	Frid Name		Maav Nerle	
	Lativere	Telephone		Envel
	xp.	0000 213 1234		satja-jelya@yopmail.com
	✓ Home Address			
	Street	Sown / City	State	
	Jasmine	Providence	Phode	sland
	Zip code			
	32324			
	✓ Mailing Address			
	Struct	Town / City	State	
	Jasmine	Providence	Rhode	tland
	Zip code			
	32326			
	"Are the Mailing and Physical Addresses Correct	p.		
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	Server flow latter			Provideus Navel

7. Next is the Construction Permit Details Screen. You MUST search for an existing Construction Permit to link this application to., then click Next

Onsite Wastewater Treatment System		
Introduction	Construction Permit Details	
 Applicant Information 	* Search Construction Permit	
Construction Permit Details	CP-111224-000002005	1
Site Information		
Licensed Professionals	Save for later	Previous
Type of Notice		
Confirmation		

User Guide: OWTS Start of Construction Front End Process

Onsite Wastewater Treatment Syste					
Introduction Applicant Information Construction Permit Defails	Site Information Application Number				
Site Information Convert Professionals	Site Address	Phase Pre-	10000	* Fig. 104	
Type of Netice	latione	Providence	Prode bland	303	
	na storaer - un type - toholarist - Manager - Manag	e of Digs. Regulated "Spec of Lot San Kapane Red	•	ar an 2001	
	Owner Details				
	Marriel	Broad		sphone	
	Salya Np	satya priyo@yopmail.com		(850) 213 1234	
	> Owner Address				
	Save for later			Perios	

8. Next is the Site Information Screen. Fill in all the fields, then click Next

9. Next is the Licensed Professional Screen.

Introduction	Licensed Professionals		
 Applicant Information 			
Coorteurties Baroli Datalis	Designer's Name	Designer's Email	
Construction Permis Docum	Satya Kp	satya.priya@yopmail.com	
 Site Information 			
-	* Search Installer Number		
Licensed Professionals	L1963		1
Type of Notice			
	*Installer Name		
Confirmation	Satya Kp		
	Save for later		revious Next

10. Next is the Type of Notice Screen. Upon making a selection, click Next

2	Introduction	Type of Notice	
9	Applicant Information	* Type of Notice	
0	Construction Permit Details	Start of Construction (STARTCON) Start of Construction & Bottom Inspection (STARTCON & BI)	
0	Site Information	Bottom Inspection (BI) Cover Inspection (CI)	
0	Licensed Professionals	Re-Inspection (RI)	
	Type of Notice	Save for later	Previous
	Confirmation		

11. Next is the Upload Documents Screen. Click the upload icon to add applicable file(s)

Construction Permit Details	Document Name	Document Description	Uploaded Files (Multiple file upload)
Site Information		Designer to upload two photographs of the outs being	
Licensed Professionals	* Photograph of the bottom and cover	installed, which must include the bottom bed and the completed system prior to covering.	
3 Type of Notice		(Awaiting for sample photos/directives)	
Upload Documents		Any supporting documents that could assist in review of	_
Confirmation	Supporting Documents	the application.	<u>گ</u>

3 OWR Permit Application Portal Guidance

User Guide: OWTS Start of Construction Front End Process

12. Click "Upload Files"

	Upload Files	
Onsite Wastewater Treatment System	Please attach a conv of the required document.	
	Note:	
Introduction	1. File size should not exceed 10 MB.	
	 File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv. 	
Applicant Information	 Documents may be uploaded as individual riles or as a single merged rile on the next page. 	
		ded Files (Multiple file upload)
Construction Permit Details	tupload Files Or drop files	

13. Click "Done"

	Upload Files	×
	Upload Files	_
Introduction	blank.pdf	
Applicant Information	25 KB	
Construction Permit Details	1 of 1 file uploaded	Done ded Files (Multiple file upload)
Site Information		
Licensed Professionals		Cancel
 Type of Notice 	Uswaiting for sample photos/directives)	

14. Click "Next" once you have uploaded all the applicable file(s)

Introduction	Upload Documents			
Applicant Information				
Construction Permit Details	Document Name	Document Description	Uploaded Files (Multiple file upload)	
Site Information	* Photograph of the	Designer to upload two photographs of the outs being installed, which must include the bottom bed and the completed system prior to covering.	1 blank	ā 📀
Type of Notice	bottom and cover	(Awalting for sample photos/directives)		
Upload Documents		Any supporting documents that could assist in soliou of		
Confirmation	Supporting Documents	the application.	٤	

15. Last is the Confirmation Screen. Store the Application Number for your records.

2	Introduction	Confirmation		
2	Applicant Information		Thank you!	
0	Construction Permit Details		Your Application has been submitted successfully and will be processed accordingly.	
			Your Application number is IA-0000002019.	
0	Site Information		If additional information is required, you will be notified regarding your submission.	
			You can track the status of this request from "View Ongoing New Applications" tab.	-
9	Licensed Professionals			
				Done
1	Type of Notice			
	Upload Documents			\sim
T				
6	Confirmation			