

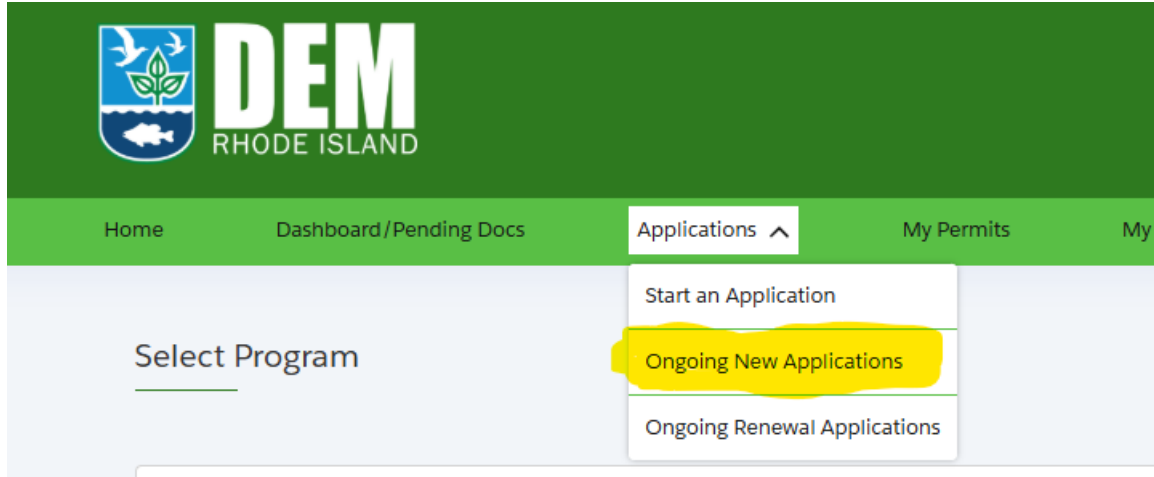


## User Guide: Wet Season Application

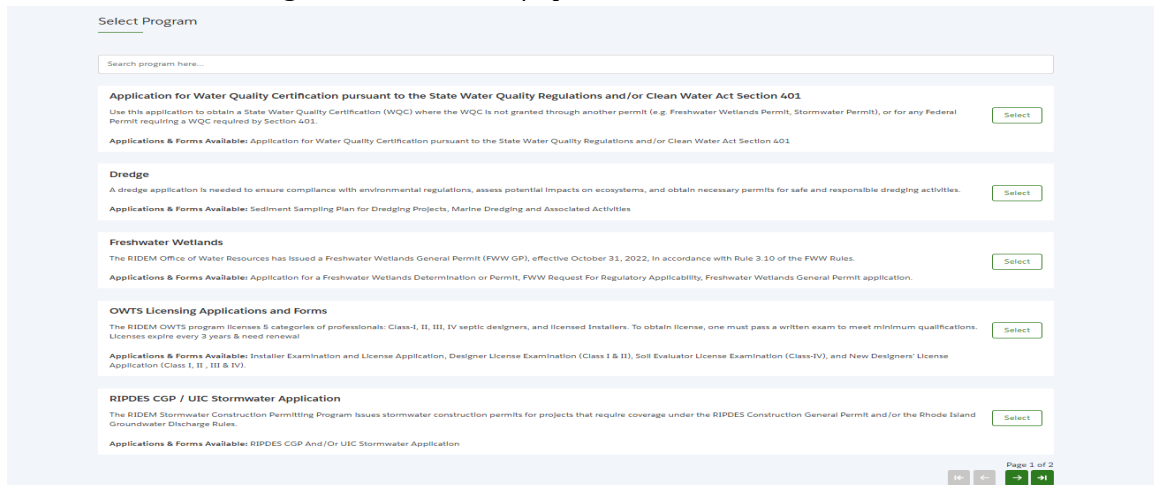
This guide provides step-by-step instructions for applicants submitting Wet Season applications through the OWR Application Portal.

### Section 1 – Log Into Portal

1. Navigate to the application portal at <https://demri.my.site.com/owr/s/login/>
2. Log in using your credentials.
3. Select Open Application Tab and Select Start an Application. You will see the following:



4. You will see the Program Selection List/options:



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5. Scroll to the bottom right corner of the screen and click on forward facing arrow to proceed to the next page: **Page 2:**

You will see the following:

6. Select: Septic # **Onsite Wastewater Treatment Systems Applications and Forms:**

The screenshot shows a web interface titled "Select Program". At the top, there is a search bar with the placeholder text "Search program here...". Below the search bar, there are three program listings, each with a "Select" button on the right side:

- 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.  
**Applications & Forms Available:** Soil Evaluation, Request for Wet Season Verification, Site Evaluation, Construction Permit, Start of Construction, CoC, Designer Affidavit, Subdivision Site Suitability Certification.
- Stormwater Proprietary**  
The RIDEM Office of Water Resources has released guidance to help design professionals prepare compliant applications for ground-mounted solar arrays, ensuring adherence to all permitting standards and facilitating efficient reviews.  
**Applications & Forms Available:** Stormwater Proprietary Technology Application Form
- Underground Injection Control /Other Groundwater Discharges**  
The Groundwater Discharge Program, governed by RIDEM's rules, streamlines oversight by merging programs under the Federal Safe Drinking Water Act to manage discharges of commercial and Industrial wastewater that may contaminate groundwater resources.

At the bottom right of the page, there is a "Page 2 of 2" indicator and navigation arrows.

7. You will then see Select Application Board: **The Request for Wet Season: Click on this selection to start the application process.**

The screenshot shows a web interface titled "Select Application". At the top, there is a search bar with the placeholder text "Search Application here...". Below the search bar, there are six application listings, each with a "Select" button on the right side:

- Soil Evaluation Application**  
To be completed by DEM-licensed Class IV OWTS Designers "Soil Evaluators." Use this application to apply for a Soil Evaluation in accordance with OWTS Rule 6.16. This date also Class II and Class III Designers in preparing an OWTS design.
- Request for Wet Season Verification Application**  
When results of a Soil Evaluation Application are inconclusive or unfavorable, a Wet Season Verification may be used to observe the water table during the wet season (January 1 through April 1). **This button is circled in red.**
- Subdivision Site Suitability Certification Application**  
Sites wishing to subdivide property must apply for a Subdivision Site Suitability Certification. A subdivision includes dividing land into two or more lots, including contiguous lots on a public right of way.
- Site Evaluation Form**  
To be completed by a DEM-licensed Class II, Class III, or Class IV OWTS Designer, this form is the companion to the soil evaluation form giving broad information regarding the characteristics of a site to be considered for an OWTS.
- Designer's Certificate of Construction**  
The licensed designer will complete this form prior to system conformance. It documents the install in an "as-built" condition by measuring the location of system components to known reference points. Recorded O&M agreements will be uploaded here as well.

At the bottom right of the page, there is a "Page 1 of 3" indicator and navigation arrows.

## Important to remember

To complete this application, you will need the following credentials

- DEM Approved Designer II, III and IV
- An existing Site
- A soil Evaluation Application
  - Disclaimed
  - Approved or
  - Inconclusive

## Section 2 – Select Existing Site Evaluation

1. Locate a previously approved Site Evaluation. Wet Season applications must refer to an approved Site Evaluation.

The screenshot shows the 'Onsite Wastewater Treatment System' application form. The left sidebar contains a progress indicator with steps: Introduction, Application Preparer's Information, Search Application Number (highlighted), Site Information, Add Plat/Lot, Test Hole Details, Site History, and Application Preparer's Attestation. The main content area is titled 'Search Application Number' and includes the following text: 'The Application # lookup will not work for legacy-approved applications. Please select 'No' and search for the location using the legacy application number. \* Do you have the reference number for any previous or current applications or permits on record?' Below this text are two radio buttons: 'Yes' (selected) and 'No'. A red note states: 'Select a value from the dropdown list when it appears, then continue.' Below the note is a search input field with a magnifying glass icon. At the bottom of the search area are 'Save for later', 'Previous', and 'Next' buttons.

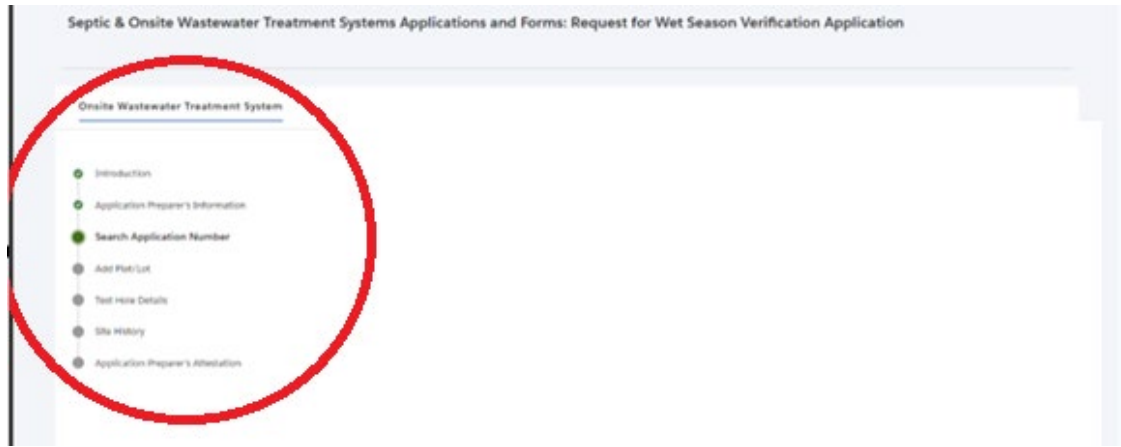
2. Then you can search for the Application Number

The screenshot shows the 'Septic & Onsite Wastewater Treatment Systems Applications and Forms: Request for Wet Season Verification Application' form. The left sidebar contains a progress indicator with steps: Introduction, Application Preparer's Information, Search Application Number (highlighted), Add Plat/Lot, Test Hole Details, Site History, and Application Preparer's Attestation. The main content area is titled 'Search Application Number' and includes the following text: 'The Application # lookup will not work for legacy-approved applications. Please select 'No' and search for the location using the legacy application number. \* Do you have the reference number for any previous or current applications or permits on record?' Below this text are two radio buttons: 'Yes' and 'No' (selected). A red note states: 'Given your inputted search criteria, the most relevant permit number will appear at the top. If you do not see your permit number try using less or different search criteria.' Below the note are several input fields: 'Legacy Application Number' (text input), 'Owner Name' (text input), 'Street Address' (text input), 'Town/City' (dropdown menu), 'Plat Number' (text input), and 'Lot Number' (text input).

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2. Once you select the correct Soil Evaluation, you will have the details to prepare you for Wet Season.

- a. If you need to make changes, please update to the rest of the forms and update.
- b. You will be using the Section guide to the left of the screen to track progress:



3. Soil Evaluations alone cannot be used to initiate a Wet Season application.

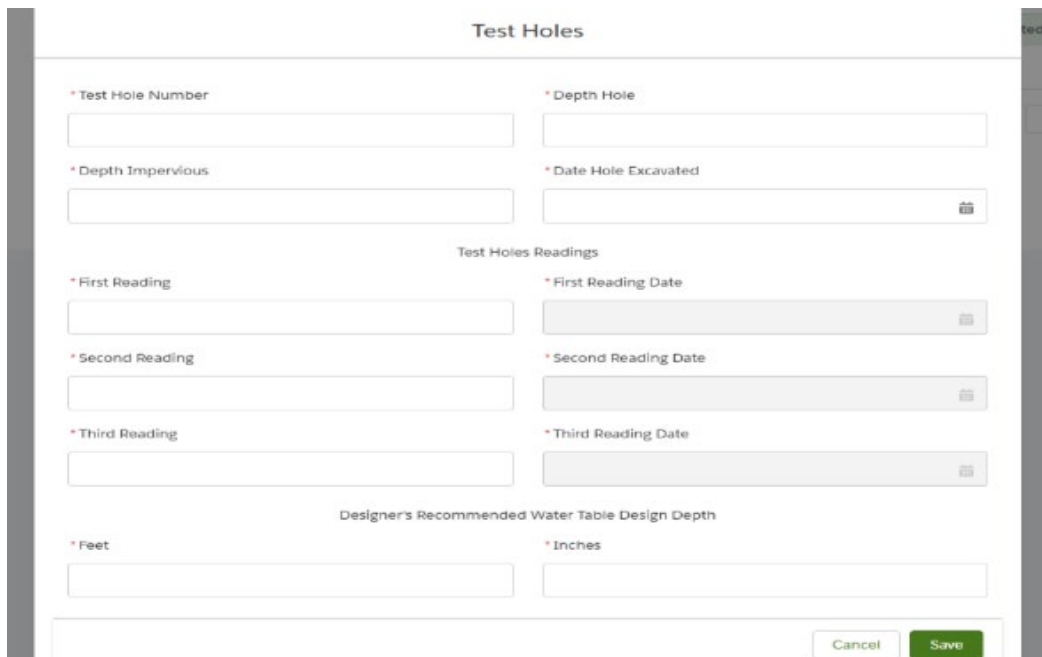
4. Only prior Wet Season or Site Evaluation records will populate the lookup list.

### Section 3 – Enter Application Information

1. Confirm site address and location details.
2. Enter the number of test holes.
3. Confirm the IA number referenced from the Site Evaluation.
4. All required fields must be completed before proceeding.

### Section 4 – Enter Test Hole Data

You will be using this screen below:



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1. Enter test hole numbers sequentially.
2. Enter groundwater readings for each test hole.
3. Applicants must provide multiple readings (up to three) per test hole when required.
4. Each reading must include a corresponding date (**The readings must be 5 days apart**).
5. Data entered must reflect field observations.
6. Select Save when you have completed the entries. (**If you don't save none of the information entered will be saved for submission with the application**).

### Section 5 – Conditional Questions & Site Characteristics

Please see the following: Applicants should complete all required questions marked with the Asterix symbol\*

Onsite Wastewater Treatment System

Site History

\*To your knowledge, have there been previous submissions for Wet season verification and/or an OWTS application at this site?

Yes  
 No

\*Has fill been placed on this site?

Yes  
 No

\*Are there subdrains at this site?

Yes  
 No

Save for later

Previous Next

1. Answer all required site condition questions.
2. Wetlands determination is a required conditional field.
3. Sub-drain questions trigger additional required fields.
4. Supporting documentation is required only when conditional responses to question 3, applicant selects **Yes**.

Please see the attached for an example:

Onsite Wastewater Treatment System

Site History

\*To your knowledge, have there been previous submissions for Wet season verification and/or an OWTS application at this site?

Yes  
 No

Previous Testing SA Number

\*Previously Approved Depth (Inches)

\*Previous OWTS Application Number

\*Has fill been placed on this site?

Yes  
 No

\*Fill Depth (Inches)

\*Are there subdrains at this site?

Yes  
 No

If yes, describe the exact location of the subdrains, including distances from test holes, and provide multiple readings where applicable

Save for later

Previous Next

## Section 6 – Supporting Documentation

1. Upload site diagrams or verification documents only when required.
2. IF you YES for Subdrains it will request supporting documentation (plans, documents) under the document upload section.
3. Conditional logic controls when uploads appear.
4. Ensure uploaded files clearly support entered data.

## Section 7 – Payment Submission

Select the submitting agency, public (Professionals or submitting entities not classified as State or Municipality Projects MUST select Other for Payment option and click NEXT)

Success  
Your Signature Is Stored Successfully

Onsite Wastewater Treatment System

Introduction  
Application Preparer's Information  
Search Application Number  
Site Information  
Add Plat/Lot  
Test Hole Details  
Site History  
Upload Documents  
Application Preparer's Attestation  
**Select applicable**  
Payment

### Select applicable

If the applicant for this application is a State agency or a Rhode Island municipality, certain fees may be waived. Specifically, fees are waived for all RIDOT and RIDEM applications, regardless of the type of application. Fees for RI Municipalities are waived **only** for applications to the Freshwater Wetlands Program or Onsite Wastewater Treatment System Program. Other State agencies have fees waived **only** for the OWTS Program. Check one of the top two choices **ONLY** if you represent a State or Municipal agency AND if the Program you are applying to waives fees as described herein. All other applicants, or agencies who are **NOT** exempt from applicable fees, should select "Other" even if one of the applies to you. Important: If the option above is improperly selected and, upon review of the submission, it is determined that a fee is due, RIDEM will reject the application. The applicant will then be required to complete and submit a new application complete with the appropriate fee.

\* Please select which applies:

State agency  
 Municipality  
 Other - or a State or Municipality where fees ARE due for this application

Save for later

Previous Next

1. Submit payment using approved methods. (Credit Card or Electronic Check)

Onsite Wastewater Treatment System

Introduction  
Application Preparer's Information  
Search Application Number  
Site Information  
Add Plat/Lot  
Test Hole Details  
Site History  
Upload Documents  
Application Preparer's Attestation  
Select applicable  
**Payment**  
Payment in Process  
Confirmation

### Payment

**Disclaimer:** Please be aware that a 5 percent transaction fee will be applied to all payments made by credit card. Additionally, a 3 percent transaction fee will be applied to payments made via ACH transfer. By continuing with your payment, you acknowledge and agree to these additional charges. We appreciate your understanding and cooperation.

Transactions made in the portal include non-refundable Enhanced Access Fees to offset the administrative costs associated with maintaining the system and tracking and accounting in the application portal. Rhode Island DEM does not retain these fees.

\* Payment Mode

-- No Value --  
Credit Card **OR**  
Electronic Check

Select **YES** for Terms and Conditions and submit payment

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State of Rhode Island  
**Payment Processing**

Payment Type ✓

**Electronic Check**

Customer Information ✓

Address: Austin Rushworth, 12 Merrimont Way, Burrillville, RI 01111  
Phone Number: 1234567890  
Country: United States  
Email Address: austin.rushworth@yopmail.com

Payment Information ✓

Electronic Check: \*\*\*\*8899  
Name on Account: RIDEM CWTS TEST

Terms and Conditions: 7. I understand the Originating ID for this transaction is "123456789". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment. 8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing RI DEM Office of Water Resources's state.

Yes, I authorize this transaction.

Cancel Submit Payment

**Transaction Summary**

DEM Licensing & Permits Online	\$100.00
<b>RI Interactive Price</b>	<b>\$103.00</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

2. Confirm payment is processed successfully.

3. State agencies or Municipalities may apply approved payment exemptions.

**Print your Payment receipt for your records and click on Continue.**

State of Rhode Island  
**Payment Processing**

Transactions made in the portal include non-refundable enhanced access fees to offset the administrative costs associated with maintaining the system and tracking and accounting in the application portal. Rhode Island DEM does not retain these fees.

Print

**Transaction Summary**

Description	Amount
DEM Licensing & Permits Online	\$100.00
RI Interactive Price	\$103.00

**Customer Information**

Customer Name: Austin Rushworth	Receipt Date: 2/16/2026
Local Reference ID: a11cp0000749kCEAQ	Receipt Time: 10:44:19 AM EST

**Payment Information**

Payment Type: Electronic Check	Account Number: ****8899
Order ID: 88278896	Name on Account: RIDEM CWTS TEST

**Account Holder Information**

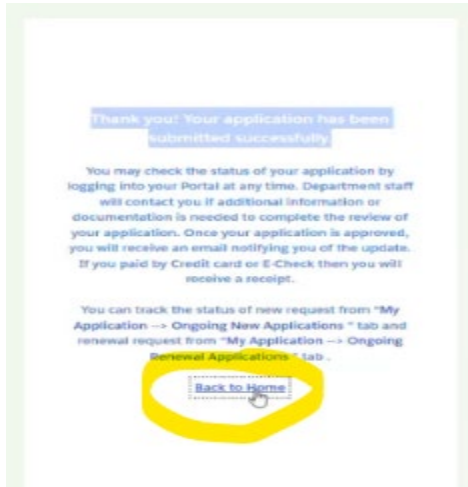
Billing Address: 12 Merrimont Way, Burrillville, RI 01111, US	Phone Number: 1234567890
Billing City, State, Zip/Postal Code, Country	Email Address: austin.rushworth@yopmail.com

This receipt has been emailed to the address below.

Continue

## Section 8 – Review and Submit

1. Review all entered data carefully.
2. Confirm readings, dates, and conditional responses.
3. Submit the application once validation is complete.
4. The screen message will say you have successfully submitted. Click on **Back to Home**.



Click on Home Page to view your submitted application, which will seat in your Ongoing New Applications Tab with **Status as Submitted**

Home Dashboard/Pending Docs Applications My Permits My

Select Program

Start an Application

Ongoing New Applications

Ongoing Renewal Applications

Home Dashboard/Pending Docs Applications My Permits My Licenses Requests My Details Application Request More

Status Of All New and Ongoing Applications

Application Tagging

Status License

Select the status Select License Search Clear

Search by Application Number or Project Name or Owner Name

IA #	Project Name	Owner Name	Site Address	License Type	Sub Type	Applied Date	Status	Action
IA-000007958		Randall Marcus	648 Smith Street, Burrillville, Rhode Island, 02830	Request for Wet Season Verification Application		2/16/2026	Submitted	

## What will happen to your DEM Wet Season Application Next

### DEM Internal Review (Informational)

1. DEM reviewers record internal water table readings.
2. DEM readings include measured depth and inspection date.
3. Approved water table depth is recorded after review completion.
4. Applications cannot be finalized without internal review completion.

### Things you can do to make sure you are monitoring the Application:

#### Monitor Application Status

1. Track application status through the **Ongoing New Applications Tab**.
2. Respond promptly to DEM requests for additional information (RAI) utilize the Dashboard/Pending Docs Tab to respond to DEM



3. Upload additional documentation if requested, once documents are uploaded click on Submit to complete your submission and to notify DEM Reviewer that the request has been completed.

#### Best Practices for the quickest Wet Season Application Approval:

- Ensure all required readings and dates are provided.
- Do not submit incomplete or estimated data.
- Monitor portal messages regularly.
- Ensure licenses and credentials are active prior to submission.