



Healthy People. Healthy Communities.

Onsite Wastewater System Permitting Process

Onsite wastewater system applications are processed on a first come, first serve basis. The Department would like to make the public aware of several options should you need to expedite your application. The timeframe for DHEC to issue a permit for applications filed under Option 1 is 5 business days and Option 2 is 10 business days. These options are as follows:

- **Option 1:** Applicant may hire both a Professional Soil Classifier and Licensed Professional Engineer to evaluate their site and design a system standard under Regulation 61-56. To find a Professional Soil Classifier and Licensed Professional Engineer in your area please visit, www.llr.state.sc.us.
- **Option 2:** Applicant may hire a Professional Soil Classifier to conduct a soil evaluation on their site. The applicant will then submit an application and a certified soil report from the Professional Soil Classifier. The Professional Soil Classifier will also need to complete DHEC form 3269 – *Soil Report Verification* which should be submitted with the application. This form can be obtained from your local Environmental Affairs office.
- **Option 3:** Applicant may supply backhoe pits upfront in areas where pits are requested frequently. The applicant should schedule a time with an OSWW inspector for test pit evaluation.

Please note: Weather conditions may affect processing times for Option 2 and Option 3 as saturated soil conditions will negatively impact soil evaluations.



Application #:

Onsite Wastewater System Application

Bureau of Environmental Health Services

Applicant Information

I, _____ hereby apply to construct an Onsite Wastewater System for a
Applicant Name House Mobile Home Other (Specify): _____

_____ E-mail Address _____ Contact Phone # _____ Alternate Phone # _____

_____ Mailing Address _____ City _____ State _____ Zip Code _____

Site Location

_____ County _____ City _____ Street _____

_____ Subdivision _____ Lot # _____ TMS/PIN _____

Please Give Exact Directions To Lot: _____

Water Source Public Water Well: Public Private Existing Proposed

Residential
of Bedrooms: _____
Foundation: Slab Crawlspace
Basement: Full Partial None
Plumbing in Basement: Yes No N/A

Commercial Detailed Description of Business:

of Occupants: _____ # of Employees: _____
Other: _____
(seating capacity, meals per day, etc.)
of Public Restrooms: _____ # of Hours of Daily Operation: _____

I, the applicant, have received and read the Included Onsite Wastewater System Application Instructions. I understand that the property must be properly prepared for evaluation and that I must confirm property preparation to activate the application. I have also been informed that reevaluation fees will be assessed based on parameters listed on the Onsite Wastewater System Application Instructions.

I certify that the information submitted in this document is true and accurate to the best of my knowledge.

Permission and Authority is hereby granted for DHEC representatives to enter the above-described property at reasonable hours for the purpose of onsite wastewater system inspection and/or site evaluation.

I am the property owner. I am not the property owner, but have the included letter as per instructions.

_____ Date _____ Applicant Printed Name _____ Applicant Signature _____



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Please use this space to sketch a drawing of the property.

Does not need to be drawn to exact scale, but should be legible and drawn clearly.

Sketch must include labelling the location, dimensions, and distance from property lines of existing and/or proposed:

- Primary building.
- Septic tank and drain field area.
- Wells, including those on adjacent properties.
- Underground utility lines, existing drainage pipes, and/or easements.
- Driveways, parking areas, or other vehicular traffic or traffic bearing structures.
- Porches, decks, pools, garages, carports, out-buildings, and other permanent structures and their dimensions.
- Show areas of any proposed grading or other soil disturbance, changes in drainage patterns, or changes in surface or topographical features on the site.

Please note that any changes such as grading, soil disturbances, or site alterations to topography could negatively impact the wastewater system or lead to permit revocation.

Check here if the sketch is attached or on the plat instead of this application.

Check here if application will be ready for activation on _____ by Applicant _____ or Staff _____.

Date Initial Initial

Onsite Wastewater System Application Instructions

1. Prepare the Property:

- Place the yellow Site Location Card in a clear, sealed plastic bag and post at the entrance of the property. Place the red Septic Location Card in a clear, sealed plastic bag and post at proposed location of septic system.
- All property corners and lines are to be clearly marked or cut, and visibly identifiable. Flagging tape is recommended.
- Mark the corners of the proposed home or commercial building with labeled wooden landscape stakes or 24" stake flags, which are available at your local home improvement store. The "footprint" should represent total dimensions and include walkways, flower beds, steps, porches, decks, etc.
- Mark the corners of other proposed buildings, pools, or structures that may influence placement and configuration of the wastewater system.
- Mark any existing and/or proposed wells.
- Mark proposed plumbing stubout.
- Clear underbrush, thick vegetation, and any other features that may inhibit the site evaluation. This degree of clearing should expand at least 150 feet in all directions from the proposed building site. Additional clearing may be required.
- **Any grading or site alteration could lead to site reevaluation fees, negatively impact the wastewater system, or lead to permit revocation.**

2. Complete the Application:

- The following required fields must be completed legibly: applicant name; current mailing address; contact phone number; site location city, street, subdivision, and lot number; tax map/property identification number; # of bedrooms (for residential); water source information; and the sketch.
- Applicant Name – You must be a property owner, general contractor or agent representing the property owner, or developer who seeks to apply for an onsite wastewater system.
- Mailing Address – The address where you, the applicant, receives mail.
- Site Location – The location of the property on which you wish to construct an onsite wastewater system. TMS is the Tax Map # and the PIN is the property identification number.
- Property Sketch – This must be completed as per the requirements on the bottom of the sketch.
- Applicant Signature – This must be completed for the application to be reviewed.

3. Include a copy of Plat or Deed: A complete plat, deed, or legal document specifying boundaries and size of the property. It must be legible and include property dimensions. If you are not the property owner, you must also provide a letter from present owner giving DHEC permission to conduct a permit inspection.

4. Pay the Fee: \$150 Evaluation fee must accompany the application and be paid at any DHEC office. Checks must be made payable to SCDHEC.

5. Activate the application: When the above items have been completed and the site is properly prepared for evaluation, either check and initial the appropriate boxes under the sketch on Page 2 or contact your local DHEC office to activate the application. Evaluation of the property will not be conducted until the application has been activated.

6. Please note that an additional fee of \$150.00 will be assessed for any of the following, including, but not limited to the examples provided:

A. Reevaluation due to improperly prepared site:

- I. Reevaluation is necessary where staff determines upon arrival that the applicant failed to properly prepare the site as required in Regulation 61-56, Section 103.1(4).
- II. Improperly prepared sites include those where applicant fails to designate the site or clear the underbrush, identify necessary property lines, locate proposed or existing well(s), and/or identify the proposed location of any additional structures on the property that may influence the placement and configuration of the system.

B. Reevaluation due to project deviation from application or issued permit:

Deviations from an application include: addition of bedrooms; changes to the location or size of the proposed system; anything that increases the wastewater flow; failure to properly identify (e.g., flag or stake) the proposed system in the location designated in the application; or, failure to install the system in the approved location. Staff may determine upon arrival at the site that reevaluation is necessary to establish the suitability of the site.

C. Site evaluation for reapplication due to voided permit:

- I. Permits will be voided based on a determination that an Approval to Operate cannot be issued for the installed system.
- II. A permit may be voided if the installed system necessitates a change in design standard. Reapplication is required if permit is voided.

**For any additional question or to submit your application, find your local DHEC office at
<http://www.dhec.sc.gov/HomeAndEnvironment/DHECLocations/>.**