A guide to finding septic system permits & plans through the RIDEM OWTS Permit Search

ri.gov/DEM/OWTS
To find a septic system permit / plan: Step 1: Do some homework

Collect the following information about the property:

• Current address (street #, street name, RI town)
  • Some street names change over time – list old names too!
  • Some addresses in permits refer to telephone pole #s – these might be the same today, or they might not be

• Town’s tax assessor’s Plat & Lot number
  • Search on the town tax assessor’s database – in RI, this is often using “Vision Government Solutions” webpages
  • Can search for the lot on town’s web GIS database (if available)
  • Note: These numbers may be different today than they were 30+ years ago

• Names of past property owners / developers
  • May be listed on parcel / tax card info
  • May need to contact town hall to find previous owners if there are many

• If possible… find out
  • Rough age of system / year of installation / repair
  • Any permit numbers associated with the system
To find a septic system permit / plan:
Step 2: go to https://www.ri.gov/DEM/owts
To find a septic system permit / plan:
Step 3a: If you know permit #
(format: [#][#][#][#][#]-[#][#][#][#])

Enter Permit (e.g. 1234-0987) into box

Then click search
To find a septic system permit / plan:
Step 3b: If you don’t know permit #

Select RI City/Town

Then click search
To find a septic system permit / plan:
Step 4: use past owners, street address, plat/lot to filter results...

<table>
<thead>
<tr>
<th>Permit #</th>
<th>City/Town</th>
<th>Location</th>
<th>Owner</th>
<th>Designer</th>
<th>Plat</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005-0011</td>
<td>Charlestown</td>
<td>Lady Slipper Drive</td>
<td>Steven Dudshyn</td>
<td>Donald Jackson</td>
<td>23/4:</td>
</tr>
<tr>
<td>0005-0029</td>
<td>Charlestown</td>
<td>Lady Slipper Drive</td>
<td>Kevin Tompkins</td>
<td>Donald Jackson</td>
<td>23/4:</td>
</tr>
<tr>
<td>0005-0032</td>
<td>Charlestown</td>
<td>780 Alton-Carolina</td>
<td>Jack Woodmansee</td>
<td>Andre Boisvert</td>
<td>28/3:</td>
</tr>
<tr>
<td>0005-0051</td>
<td>Charlestown</td>
<td>West Beach Road</td>
<td>AJT Realty Partners, LLC</td>
<td>Joseph Frisella</td>
<td>2/23:</td>
</tr>
<tr>
<td>0005-0055</td>
<td>Charlestown</td>
<td>Narrow Lane</td>
<td>Dartmouth Homes, Inc.</td>
<td>Donald Jackson</td>
<td>23/3:</td>
</tr>
<tr>
<td>0005-0069</td>
<td>Charlestown</td>
<td>Duhamel Avenue</td>
<td>Investco Corporation</td>
<td>James Kasierski</td>
<td>17/1:</td>
</tr>
<tr>
<td>0005-0086</td>
<td>Charlestown</td>
<td>Kings Factory Road</td>
<td>Lee Roy Ring</td>
<td>Alfred DiOrio</td>
<td>21/4:</td>
</tr>
<tr>
<td>0005-0088</td>
<td>Charlestown</td>
<td>West Way (Utilities Underground)</td>
<td>Sally Whittemere</td>
<td>William Dowdell</td>
<td>12/4:</td>
</tr>
<tr>
<td>0005-0089</td>
<td>Charlestown</td>
<td>35 Surfside Avenue</td>
<td>Tom Battista</td>
<td>William Dowdell</td>
<td>2/98</td>
</tr>
</tbody>
</table>

Type here to narrow down results
To find a septic system permit / plan:
Step 5: find your permit! (hopefully)

<table>
<thead>
<tr>
<th>Permit #</th>
<th>City/Town</th>
<th>Location</th>
<th>Owner</th>
<th>Designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005-0216</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>J F Smith Builders</td>
<td>Lee Dutcher</td>
</tr>
<tr>
<td>0005-0240</td>
<td>Charlestown</td>
<td>147 River Drive</td>
<td>J.F. Smith Builders</td>
<td>Lee Dutcher</td>
</tr>
<tr>
<td>0005-0624</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Willard Smith</td>
<td>Lee Dutcher</td>
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<tr>
<td>0005-1155</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Geoff Smith</td>
<td>Lee Dutcher</td>
</tr>
<tr>
<td>0005-2506</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Willard Smith</td>
<td>Lee Dutcher</td>
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<tr>
<td>0105-0117</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Willard J. Smith</td>
<td>Lee Dutcher</td>
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<tr>
<td>0105-0118</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Willard J. Smith</td>
<td>Lee Dutcher</td>
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<tr>
<td>0105-0712</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Timothy Smith</td>
<td>Lee Dutcher</td>
</tr>
<tr>
<td>0305-1485</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>John Smith</td>
<td>Donald Jackson</td>
</tr>
<tr>
<td>0405-0293</td>
<td>Charlestown</td>
<td>152 Old King Road</td>
<td>Patricia E. Smith</td>
<td>Not available</td>
</tr>
<tr>
<td>0605-0968</td>
<td>Charlestown</td>
<td>164 Sunset Drive</td>
<td>Catherine Smith</td>
<td>Timothy Stasiunas</td>
</tr>
<tr>
<td>1505-1144</td>
<td>Charlestown</td>
<td>160 Ram Island Road</td>
<td>Edward P Smith</td>
<td>Daniel Harrington, IL</td>
</tr>
<tr>
<td>1505-1385</td>
<td>Charlestown</td>
<td>160 Ram Island Road</td>
<td>Michael Smith</td>
<td>Eugene Spring</td>
</tr>
<tr>
<td>2005-0457</td>
<td>Charlestown</td>
<td>46 Blue Ridge Drive</td>
<td>Mark A Smithey</td>
<td>Darlene Gardner</td>
</tr>
<tr>
<td>2005-0535</td>
<td>Charlestown</td>
<td>140 Kings Factory Road</td>
<td>Mike Smith</td>
<td>Wesley Grant, III</td>
</tr>
<tr>
<td>2105-1669</td>
<td>Charlestown</td>
<td>93C Burdickville Road</td>
<td>Jeffrey J Smith</td>
<td>Thomas Burdick</td>
</tr>
<tr>
<td>6905012</td>
<td>Charlestown</td>
<td>Hazen St</td>
<td>Wayne E Smith</td>
<td>Not available</td>
</tr>
<tr>
<td>6905013</td>
<td>Charlestown</td>
<td>Hazen St</td>
<td>Robert H Smith</td>
<td>Not available</td>
</tr>
<tr>
<td>7205030</td>
<td>Charlestown</td>
<td>Charlestown Beach Rd</td>
<td>Andrew J Smith</td>
<td>Not available</td>
</tr>
<tr>
<td>7305019</td>
<td>Charlestown</td>
<td>Essex Dr</td>
<td>Harold E Smith</td>
<td>Not available</td>
</tr>
</tbody>
</table>

Showing 1 to 20 of 143 entries (filtered from 6,427 total entries)

Click on blue permit number when you find a permit that matches your property info.

Navigate through pages... if too many, can add extra info to search bar.
Files pre-1990 have less info

Click “View” to see PDF of permit application + system plans

### = town

YY of permit

Permit ID #
Example of permit (late 1960s – 1970s vintages)

### = town

YY of permit

Permit ID #

Property info

System info
Example of permit plan (late 1960s – 1970s vintages)

- **Septic Tank** (750 gallons)
- **Bed-type drainfield** (264 sq. ft.)
- **Important system info**
- **Property info**
Files post-1990 have more info on permit landing page

Permit ID #
(Xth permit received that year for that town)

YY of permit

This is most likely a conventional system for a NEW 4-bedroom house

Click “View” to see PDF of permit application + system plans

Conventional systems tend to have few details listed
Files post-1990 have more info on permit landing page

### = town

Permit ID #
(Xth permit received that year for that town)

YY of permit

This is an ADVANCED system for a NEW 4-bedroom house

Click “View” to see PDF of permit application + system plans

Advanced systems are named (Advantex AX-20); modern permits have more regulatory requirements & steps
Example of a conventional system site plan (1980s)
Example of a conventional system certificate of construction (1980s)

I, Jean A. Riendeau, to the extent that I have performed work on said system as of the 24 day of May, 1988, certify that the individual sewage disposal system as shown on the plans for 8805-1## was installed in conformance with the permit and plans such system as approved by the Director of Environmental Management. The property is located at Buckeye Brook Rd., (Pole # 4###) (STREET). The septic tank is located as set forth below.

Swing ties (measurements) help locate tank
Example of a conventional system site plan (1990s)
Example of a conventional system certificate of construction (1990s)

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
DIVISION OF GROUNDWATER & ISDS
INDIVIDUAL SEWAGE DISPOSAL SYSTEMS SECTION

INSTALLER’S CERTIFICATE OF CONSTRUCTION FOR ISDS SYSTEM
APPLICATION NO. 9305-###

1. Richard Ringley, to the extent that I have performed the work on said system as of the 6th day of March, 1996, certify that the individual sewage disposal system as shown on the plans for ISDS Permit No. 9305-### was installed in conformance with the permit and plans for such system as approved by the Director of the Rhode Island Department of Environmental Management.

The property is located at (Street) PARTRIDGE RUN in the City or Town of CHARLESTOWN. The septic tank and D-Box (if any) are located as set forth below:

Swing ties (measurements) help locate tank & distribution box
Example of a conventional system site plan (~2020)
Example of a conventional system certificate of construction (2021)

**Designer's Certificate of Construction for OWTS**

Permit No. 1705-1

I, **Charee M. Jackson**, as the designer of record for the OWTS installation located at **Kings Factory Road**, hereby certify that the installation of the OWTS conforms with the plans, specifications, applicable construction tolerances as approved by the Director of the Rhode Island Department of Environmental Management. I further certify that I have documented the installation in accordance with RIDEM/OWTS Rules. This certification is effective as of **10/22/2021**.

The septic tank, D-Box (if any) and leach field are located as set forth on the plans and specifications.

**Installer's Name** | **License No.** | **Date Signed**
--- | --- | ---
Scott Zarcoogian | 1116 | 10/22/2021

**Designer's Name** | **License No.** | **Date Signed**
--- | --- | ---
Charee M. Jackson | 3116 | 10/22/2021

Swing ties (measurements) help locate tank & distribution box.
Example of an advanced system site plan
Example of an advanced system site plan
Example of an advanced system certificate of construction (2016)

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
OFFICE OF WATER RESOURCES
PERMITTING SECTION
ONSITE WASTEWATER TREATMENT SYSTEMS (OWTS) PROGRAM

DESIGNER'S CERTIFICATE OF CONSTRUCTION FOR OWTS

I, Michael A. DelRossi, as the designer of record for the OWTS installation located at
(Street) CEDAR KNOLL DRIVE in the City or Town of CHARLESTOWN,
hereby certify that the installation of the OWTS was performed by the installer named below, and to the best of my information, knowledge and belief, was witnessed and inspected in accordance with RIDEM/OWTS Rules, and that, in my professional opinion, the installation of the OWTS conforms with the plans, specifications, applicable statutes, regulations, and construction tolerances as approved by the Director of the Rhode Island Department of Environmental Management. I further certify that I have documented the installation in accordance with RIDEM/OWTS Rules. This certification is effective as of (date): September 29, 2016.

The septic tank, D-Box (if any) and leach field are located as set forth below:

---

Installer's Name Tim Stasiunas
Designer's Name Michael DelRossi
Designer's Signature

License No. 830
License No. 3038
Date Signed 11-31-16

Swing ties (measurements) help locate components
Tips for finding an OLD septic system permit / plan (pre-1990):

• Permits don’t exist pre-1968

• Many plans (especially subdevelopments) don’t have actual addresses – go by pole # or subdivision lot #.
  • Look at as many neighboring/nearby plans as you can and look at their location relative to today’s address – often times you can figure out which lot is yours by looking at the parcel shape, orientation (which way is N?), and general location relative to roads and intersections
  • Sometimes road names change

• Beware of town’s tax assessor’s Plat & Lot number
  • Not always tied to plans; some towns re-numbered their lots in the past ~30 years. The town may be able to help ID your old parcel ID

• Names of past property owners / developers
  • May be listed on parcel / tax card info, but may need to contact town hall to find previous owners if property has changed hands many times OR original owner has had property for 40+ years

• If you can’t find a permit…
  • Some permits got lost in some of the transitions from paper to microfilm to digital files at DEM…
  • Your local town hall may have info – if not the plans, perhaps they have maintenance/inspection records and info that may provide clues

• If you find your permit number, but aren’t able to look at PDF plans, you can request that DEM digitize them – fill out a records request (directions on permit website)

• Don’t trust previous owners’ memories of where the system might be – memory is tricky, and you might have major regrets if the system is not where it is remembered to be!