

THE **UNIVERSITY** OF RHODE ISLAND  
COLLEGE OF THE ENVIRONMENT AND LIFE SCIENCES  
COOPERATIVE EXTENSION



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

[ri.gov/DEM/OWTS](http://ri.gov/DEM/OWTS)

New England Onsite Wastewater  
Training Program (NEOWTP)  
is part of the Onsite Wastewater  
Resource Center

@uricoopext     
[uri.edu/coopext/owt](http://uri.edu/coopext/owt) | [newowtp@uri.edu](mailto:newowtp@uri.edu)  
401.874.5950  
Cooperative Extension  
University of Rhode Island  
Room 001H Coastal Institute  
1 Greenhouse Road  
Kingston, R.I. 02881

# To find a septic system permit / plan:

## Step 1: Do some homework

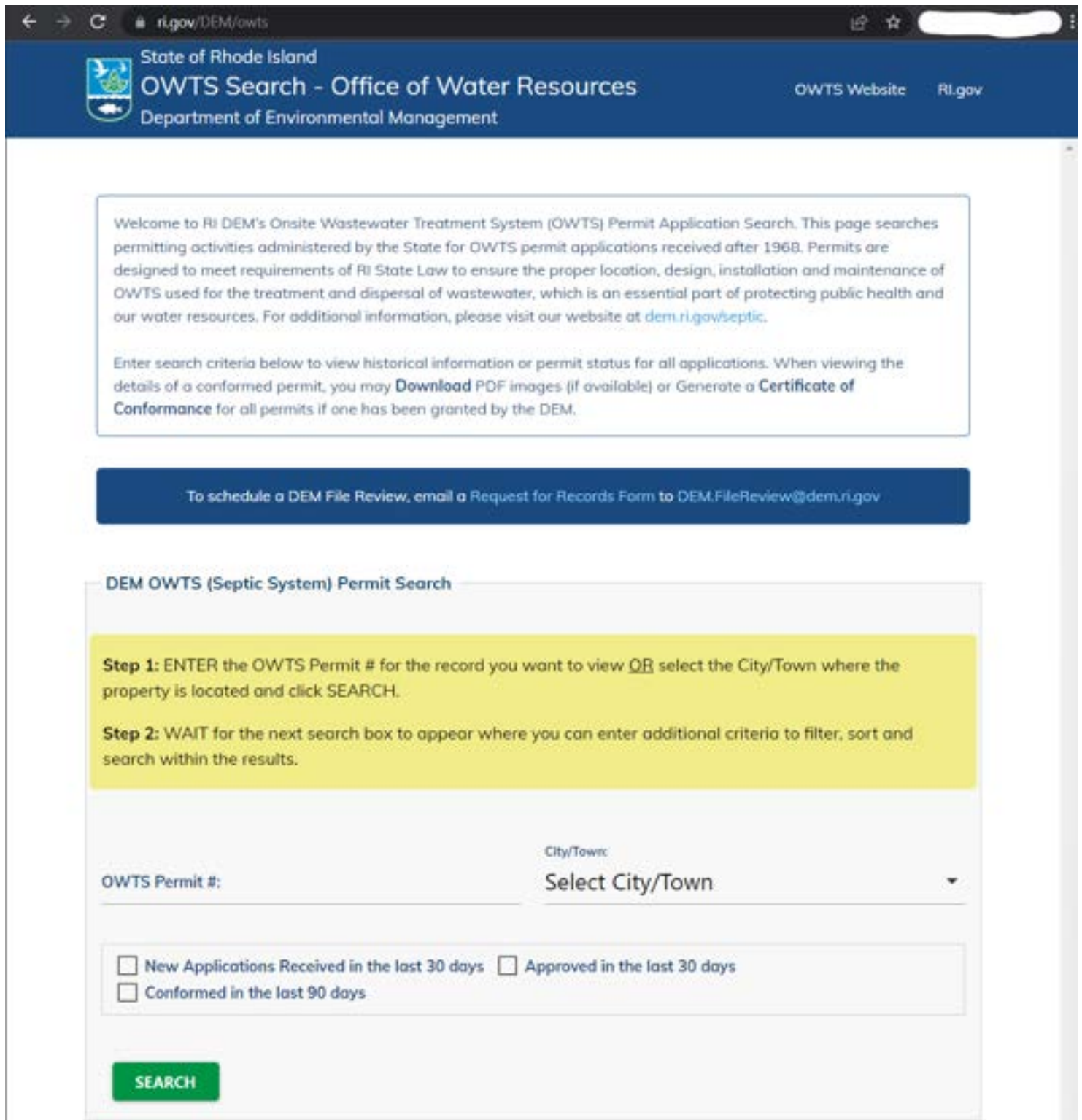
### **Collect the following information about the property:**

- **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>



The screenshot shows the 'OWTS Search - Office of Water Resources' website. The header includes the State of Rhode Island logo and navigation links for 'OWTS Website' and 'RI.gov'. A welcome message explains the search function for permits received after 1968. A blue button provides an email address for scheduling a DEM File Review. The main section, titled 'DEM OWTS (Septic System) Permit Search', contains instructions for using the search box. It features input fields for 'OWTS Permit #' and 'City/Town', a dropdown menu for 'City/Town', and checkboxes for filtering by application date and approval status. A green 'SEARCH' button is at the bottom.

State of Rhode Island  
OWTS Search - Office of Water Resources  
Department of Environmental Management

OWTS Website RI.gov

Welcome to RI DEM's Onsite Wastewater Treatment System (OWTS) Permit Application Search. This page searches permitting activities administered by the State for OWTS permit applications received after 1968. Permits are designed to meet requirements of RI State Law to ensure the proper location, design, installation and maintenance of OWTS used for the treatment and dispersal of wastewater, which is an essential part of protecting public health and our water resources. For additional information, please visit our website at [dem.ri.gov/septic](https://dem.ri.gov/septic).

Enter search criteria below to view historical information or permit status for all applications. When viewing the details of a conformed permit, you may **Download** PDF images (if available) or Generate a **Certificate of Conformance** for all permits if one has been granted by the DEM.

To schedule a DEM File Review, email a Request for Records Form to [DEM.FileReview@dem.ri.gov](mailto:DEM.FileReview@dem.ri.gov)

### DEM OWTS (Septic System) Permit Search

**Step 1:** ENTER the OWTS Permit # for the record you want to view OR select the City/Town where the property is located and click SEARCH.

**Step 2:** WAIT for the next search box to appear where you can enter additional criteria to filter, sort and search within the results.

OWTS Permit #:

City/Town:

Select City/Town

☐ New Applications Received in the last 30 days ☐ Approved in the last 30 days  
☐ Conformed in the last 90 days

**SEARCH**

To find a septic system permit / plan:  
Step 3a: If you know permit #  
(format: [#][#][#][#]-[#][#][#])

The screenshot shows the 'OWTS Search - Office of Water Resources' website. The header includes the State of Rhode Island logo and navigation links. A welcome message explains the search function. A blue banner provides contact information for file reviews. The main search section, titled 'DEM OWTS (Septic System) Permit Search', contains two steps: Step 1 (enter permit # and city/town) and Step 2 (wait for filter options). Below the steps are input fields for 'OWTS Permit #' and 'City/Town', filter checkboxes, and a green 'SEARCH' button. Two orange callout boxes with arrows provide instructions: one points to the permit number field, and the other points to the search button.

State of Rhode Island  
OWTS Search - Office of Water Resources  
Department of Environmental Management

Welcome to RI DEM's Onsite Wastewater Treatment System (OWTS) Permit Application Search. This page searches permitting activities administered by the State for OWTS permit applications received after 1968. Permits are designed to meet requirements of RI State Law to ensure the proper location, design, installation and maintenance of dispersal of wastewater, which is an essential part of protecting public health and information, please visit our website at [dem.ri.gov/septic](http://dem.ri.gov/septic).

To schedule a DEM File Review, email a Request for Records Form to [DEM.FileReview@dem.ri.gov](mailto:DEM.FileReview@dem.ri.gov)

**DEM OWTS (Septic System) Permit Search**

**Step 1:** ENTER the OWTS Permit # for the record you want to view OR select the City/Town where the property is located and click SEARCH.

**Step 2:** WAIT for the next search box to appear where you can enter additional criteria to filter, sort and search within the results.

OWTS Permit #:

City/Town:

☐ New Applications Received in the last 30 days ☐ Approved in the last 30 days  
☐ Conformed in the last 90 days

**SEARCH**

**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 #

The screenshot shows the 'OWTS Search - Office of Water Resources' website. It includes a welcome message, a search instructions box with two steps, and a search form. Two orange callout boxes with arrows provide additional guidance: one points to the 'City/Town' dropdown menu, and the other points to the 'SEARCH' button.

Welcome to RI DEM's Onsite Wastewater Treatment System (OWTS) Permit Application Search. This page searches permitting activities administered by the State for OWTS permit applications received designed to meet requirements of RI State Law to ensure the proper location, design, and installation of OWTS used for the treatment and dispersal of wastewater, which is an essential part of our water resources. For additional information, please visit our website at [dem.ri.gov](http://dem.ri.gov).

Enter search criteria below to view historical information or permit status for all applications. If you have details of a confirmed permit, you may **Download** PDF images (if available) or Generate a **Conformance** for all permits if one has been granted by the DEM.

To schedule a DEM File Review, email a Request for Records Form to [DEM.FileReview@dem.ri.gov](mailto:DEM.FileReview@dem.ri.gov)

### DEM OWTS (Septic System) Permit Search

**Step 1:** ENTER the OWTS Permit # for the record you want to view OR select the City/Town where the property is located and click SEARCH.

**Step 2:** WAIT for the next search box to appear where you can enter additional criteria to filter, sort and search within the results.

OWTS Permit #:

City/Town: Select City/Town

☐ New Applications Received in the last 30 days ☐ Approved in the last 30 days  
☐ Conformed in the last 90 days

**SEARCH**

**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...

ri.gov/DEN/owts/permits

City/Town: Charlestown

OWTS Permit #:

☐ New Applications Received in the last 30 days ☐ Approved in the last 30 days  
☐ Conformed in the last 90 days

**SEARCH**

**Type here to narrow down results**

**Step 3: ADD any search criteria to filter results. Click column headings to sort results.**

Search: *Type Here to filter by Street, Owner, Designer, Plat/Lot*

Show 20 entries

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

# To find a septic system permit / plan: Step 5: find your permit! (hopefully)

Search:  Show 20 entries

Permit #	City/Town	Location	Owner	Designer
0005-0216	Charlestown		J F Smith Bu	
0005-0240	Charlestown		J.F. Smith Bu	
0005-0624	Charlestown		Willard Smith	
0005-1155	Charlestown		Geoff Smith	
0005-2506	Charlestown		Willard Smith	
0105-0117	Charlestown		Willard J. Smith	
0105-0118	Charlestown		Willard J. Smith	
0105-0712	Charlestown		Timothy Smith	Lee Duffin
0305-1485	Charlestown	47 Pleasant Road	John Smith	Donald Jackson
0405-0293	Charlestown	36 Pond Meadow Road	Patricia E. Smith	Not available
0605-0968	Charlestown	164 Sunset Drive	Catherine Smith	Timothy Stasiunas
1505-1144	Charlestown	King Tom Drive	Edward P Smith	Daniel Harrington, II
1505-1385	Charlestown	166 Ram Island Road	Michael Smith	Eugene Spring
2005-0457	Charlestown	46 Blue Ridge Drive	Mark A Smithey	Darlene Gardner
2005-0535	Charlestown	140 Kings Factory Road	Mike Smith	Wesley Grant, III
2105-1669	Charlestown	93C Burdickville Road	Jeffrey J Smith	Thomas Burdick
6905012	Charlestown	Hazen St	Wayne E Smith	Not available
6905013	Charlestown	Hazen St	Robert H Smith	Not available
7205030	Charlestown	Charlestown Beach Rd	Andrew J Smith	Not available
7305019	Charlestown	Essex Dr	Harold E Smith	Not available

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

Previous **1** 2 3 4 5 ... 8 Next

**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

**## = town**

**Click "View" to see PDF of permit application + system plans**

**Permit ID #**

**YY of permit**

OWTS Permit#: 72050##

Location: Charlestown Beach Rd, Charlestown

Plat/Lot: 13/2

Owner: Smith

Designer: Not available

Total Daily Flow: Not available

For residential use, calculate approved number of bedrooms by dividing the Total Daily Flow by 150 gallons/bedroom for systems approved before 2008 or by 115 gallons/bedroom for systems approved in or after 2008.

Conformed File: [VIEW](#)

Historical Information:

No historical information is available for permits conformed before 1990.

Last Updated: 04/21/2022 7:14 PM

**SEARCH AGAIN**

**To schedule a DEM**

State of Rhode Island  
OWTS Search - Office of Water Resources  
Department of Environmental Management

OWTS Permit#: 6905####

Location: Hazen St, Charlestown

Plat/Lot: /13

Owner: Wayne E Smith

Designer: Not available

Total Daily Flow: Not available

For residential use, calculate approved number of bedrooms by dividing the Total Daily Flow by 150 gallons/bedroom for systems approved before 2008 or by 115 gallons/bedroom for systems approved in or after 2008.

Conformed File: [VIEW](#)

Historical Information:

No historical information is available for permits conformed before 1990.

Last Updated: 04/21/2022 7:14 PM



[illegible]

[illegible]

# Files post-1990 have more info on permit landing page

**State of Rhode Island**  
**OWTS Search - Office of Water Resources**  
Department of Environmental Management

OWTS Website RI.gov

**## = town**

OWTS Permit#: 9905-2 8

Location: Narrow Lane, Charlestown

Plat/Lot: 20/8 -

Owner: Smith

**YY of permit**

**Permit ID #**  
(X<sup>th</sup> permit received that year for that town)

Designer: William Dowdell

Total Daily Flow: 600 gallons

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

For residential use, calculate approved number of bedrooms by dividing the Total Daily Flow by 150 gallons/bedroom for systems approved before 2008 or by 115 gallons/bedroom for systems approved in or after 2008.

Conformed File: **VIEW**

**Click "View" to see PDF of permit application + system plans**

**Historical Information**

07/05/2000	Application Conformed
06/14/2000	Cover Inspection
10/13/1999	Application Approved
08/23/1999	New Building Construction App. Rec'd

Last Updated: 04/21/2022 7:14 PM

**GENERATE CERTIFICATE OF CONFORMANCE** **SEARCH AGAIN**

*Conventional systems tend to have few details listed*



# Files post-1990 have more info on permit landing page

State of Rhode Island  
OWTS Search - Of Resources  
Department of Environmental Management

OWTS Permit#: 1505-1

Location: King Tom Drive, Charlestown

Plat/Lot: 7/

Owner: Smith

Designer: Daniel Harrington, III

Total Daily Flow: 460 gallons

For residential use, calculate approved number of bedrooms by dividing the approved before 2008 or by 115 gallons/bedroom for systems approved in

Conformed File: [VIEW](#)

Historical Information:

09/27/2016	Conformance Mailed
09/27/2016	Application Conformed
09/27/2016	Under Review for Conformance
06/29/2016	Cover Inspection
09/26/2016	Submit Certificate of Construction
06/20/2016	Start of Construction
12/14/2015	Approval Mailed
12/14/2015	Application Approved
09/26/2016	Operation & Maintenance Report Required
12/14/2015	ADVANTEX AX-20 FILTER
12/14/2015	Application Review
12/04/2015	New Building Construction App. Rec'd
11/06/2015	Site Evaluation Report Mailed
11/06/2015	Site Evaluation Approved
11/06/2015	Site Evaluation Form Review
11/05/2015	Site Evaluation Form Received
10/29/2015	Soil Evaluation - CONCUR
10/28/2015	Dry Season Inspection for Soil
10/13/2015	Dry Season Application Received

## = town

Permit ID #  
(X<sup>th</sup> 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



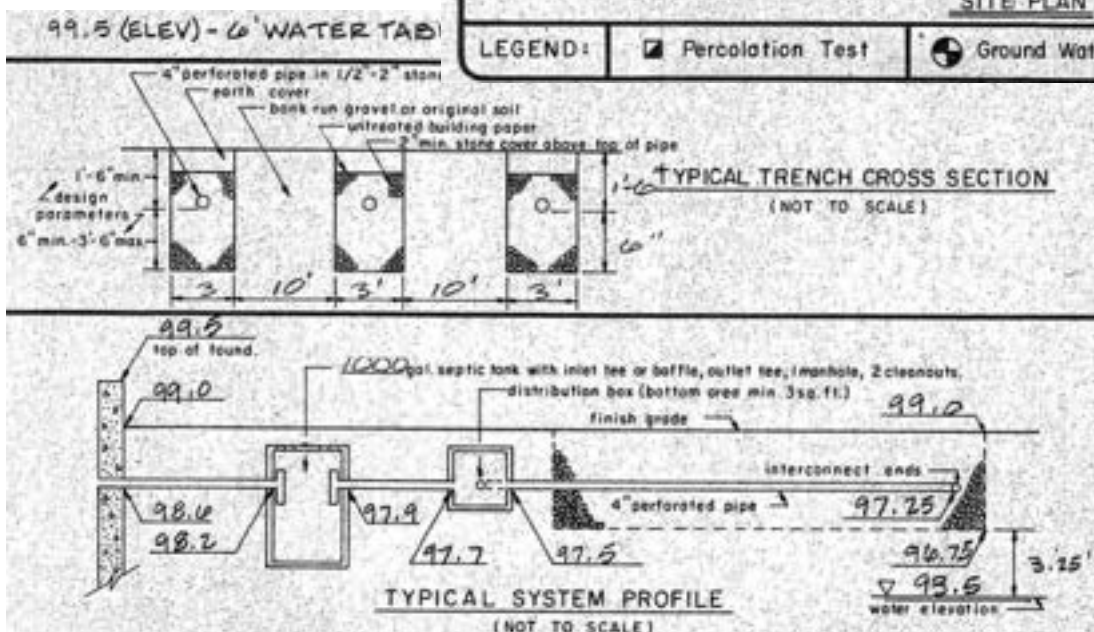
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT DIVISION OF LAND RESOURCES				APPLICATION NUMBER _____	
INDIVIDUAL SEWAGE DISPOSAL SYSTEM APPLICATION (ITS)				APPLICATION DATE _____	
PURPOSE OF APPLICATION: <input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION <input type="checkbox"/> ALTERATION OF EXISTING SYSTEM <input type="checkbox"/> REPAIR TO MALFUNCTIONING SYSTEM					
SITE LOCATION: STREET: _____ CITY/TOWN: _____					
POLE # <u>BULKY BROOK RD. CHARLESTON</u>					
PLOT NUMBER: <u>16</u>	EASEMENTS: <input type="checkbox"/> RECORDED	LOT NUMBER: <u>65-40,500</u>	CUT SIZE:	DATE OF CONSTRUCTION FOR REQUEST ATTACHED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SUBDIVISION NAME: _____		SUBDIVISION LOT NUMBER: _____	REVIEWED BY STATE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	WATER SUPPLY: <input type="checkbox"/> PUBLIC <input checked="" type="checkbox"/> WELL	
OWNER'S NAME: LAST FIRST SUFFIX					
<u>SMITH</u>					
MAILING ADDRESS: CITY/TOWN ZIP CODE					
<u>P.O. BOX WAKEFIELD, RI 02880</u>					
BUILDING USE: ANY PREVIOUS APPLICATION FOR THIS SITE?					
<u>SINGLE FAMILY</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO APP. NO. <u>B-13-84</u>					
NO. BEDROOMS: <u>3</u>	DESIGN FLOW: <u>150 GALLONS PER BED UNIT</u>	TOTAL DAILY FLOW: <u>450 GALS.</u>			
REQ'D. TANK SIZE: <u>1000 GALS.</u>	TREATMENT SYSTEM: <input checked="" type="checkbox"/> MARCH <input type="checkbox"/> CHAMBER <input type="checkbox"/> BED <input type="checkbox"/> OTHER DESCRIBE _____				
NUMBER OF LINES: <u>3</u>	WIDTH: <u>8'</u> LENGTH: <u>36'</u> TOTAL SQ FEET: <u>384</u>	6" STONE BELOW INVERT			

**AS-BUILT**  
 DEPT. OF ENVIRONMENTAL MANAGEMENT  
 DIVISION OF LAND RESOURCES-ISDS SECTION  
 APPROVED Harry E. Hunt  
 DATE 12 May 88 PLAN # BBOS-149  
 NO CHANGE ALLOWED WITHOUT PRIOR APPROVAL  
**APPROVED PLANS MUST BE KEPT AT CONSTRUCTION SITE.**

**NEW WATER TABLE VERIFIED**  
WBOS-24  
6' W.T.

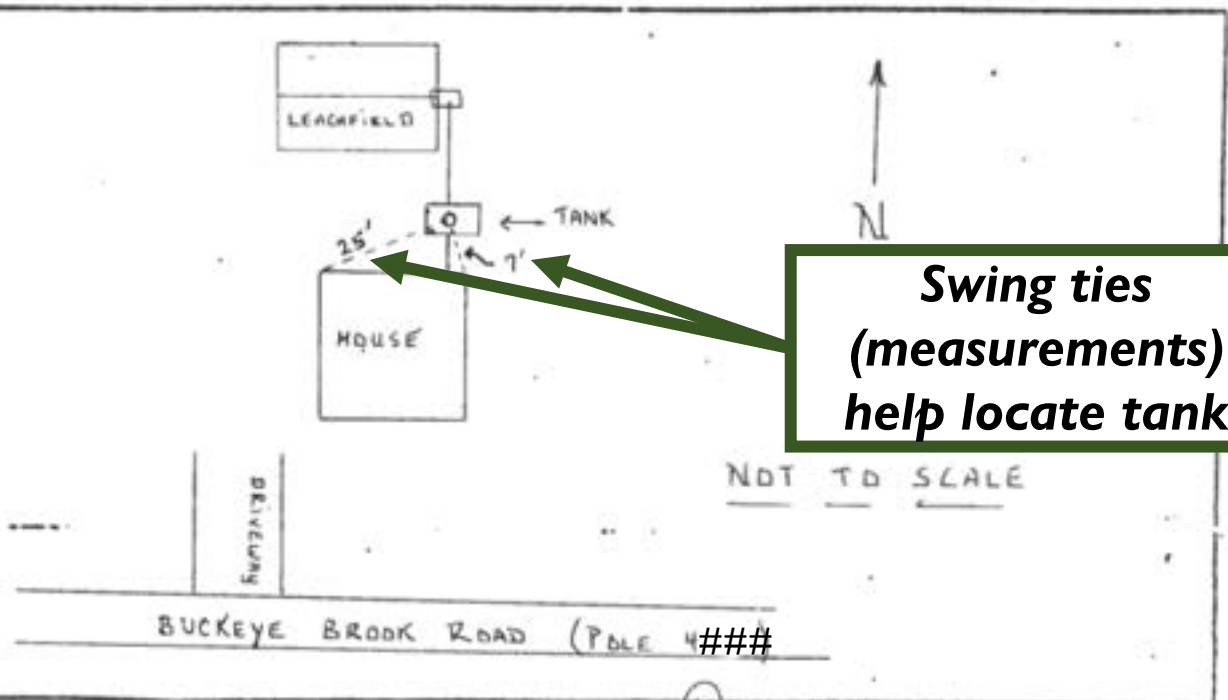
**LEGEND:**  
☒ Percolation Test    Ground Water Test  
 --- Exist. Contour    — Proposed Contour



# Example of a conventional system certificate of construction (1980s)

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
 DIVISION OF LAND RESOURCES  
 INDIVIDUAL SEWAGE DISPOSAL SYSTEMS  
 CERTIFICATE OF CONSTRUCTION  
 FOR INSTALLERS OF INDIVIDUAL SEWAGE DISPOSAL SYSTEMS

I, JEAN A. RIENDEAU, to the extent that I have performed  
 (INSTALLERS NAME PRINTED)  
 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  
 (ISDS PERMIT NO.)  
 such system as approved by the Director of Environmental Management.  
 The property is located at BUCKEYE BROOK Rd., (POLE # 4####)  
 (STREET)  
CHARLESTOWN. The septic tank is located as set forth below.  
 (CITY OR TOWN)



**Swing ties  
(measurements)  
help locate tank**

H. Hunt  
 (SYSTEM INSPECTED BY)  
5-20-88  
 (DATE OF INSPECTION)

Jean A. Rieudeau  
 (INSTALLERS SIGNATURE)  
528 5/24/88  
 (LICENSE NO.) (DATE)



# Example of a conventional system site plan (1990s)

APPLICATION No. <u>9905-2</u> DATE RECEIVED <u>8/1</u>	
<b>TYPE OF APPLICATION</b> <b>CHECK IF APPLICABLE</b>	
<input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> TRANSFER	<input type="checkbox"/> VIA TECHNOLOGY <b>TYPE OF SYSTEM</b> _____ <input type="checkbox"/> VARIANCE
<b>OWNER INFORMATION</b>	
<u>Smith</u> LAST NAME      FIRST NAME <u>M.I.</u>	
<u>2</u> NO. STREET <u>Narrow Lane</u> CITY/TOWN <u>Charlestown</u> ZIP CODE <u>40</u>	
<b>SITE INFORMATION</b>	
<u>Narrow Lane</u> NO. STREET <u>Charlestown</u> CITY/TOWN <u>40</u> POLE #	
<u>20</u> PLAT NUMBER <u>1</u> LOT NUMBER <u>1/1A</u> SUBDIVISION LOT NUMBER	
<u>3 AC</u> LOT SIZE <u>3 AC</u> SQUARE FEET	
<u>N/A</u> SUBDIVISION NAME	
<u>N/A</u> PRELIMINARY SUBDIVISION SUITABILITY	
<b>DEM APPLICATION HISTORY</b>	
PREVIOUS WATER TABLE/ISOS # <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      APPLICATION # <u>9105-1</u>	
DEPTH TO VERIFIED WATER TABLE <u>7'</u> How Determined <u>Dry Scan 905-2</u>	
TEST HOLE # <u>1</u> DATE EXCAVATED <u>8/1/99</u> WETLANDS within 200' of ISOS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
WETLAND PERMIT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      PERMIT # _____ DATE OF APPROVAL _____	
Groundwater Quality Certification attached? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Required for a system > 10,000 gpd.)	
<b>DESIGN INFORMATION</b>	
BUILDING USE: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial	
WATER SUPPLY: <input type="checkbox"/> public water <input type="checkbox"/> public well <input checked="" type="checkbox"/> private well	
# OF DESIGN UNITS <u>4 bedroom</u>	
UNIT DESIGN FLOW <u>150</u> gallons per (unit)      TOTAL DAILY FLOW <u>600</u> gallons	
TANK SIZE <u>1250</u> gallons      DESIGN PERCOLATION RATE <u>5</u> minutes/inch	
MINIMUM REQUIRED LEACHFIELD AREA <u>500</u> square feet	
LEACHFIELD TYPE <u>diffusers</u>	
TOTAL AREA OF LEACHFIELD PROVIDED <u>568</u> SQUARE FEET	





# 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**

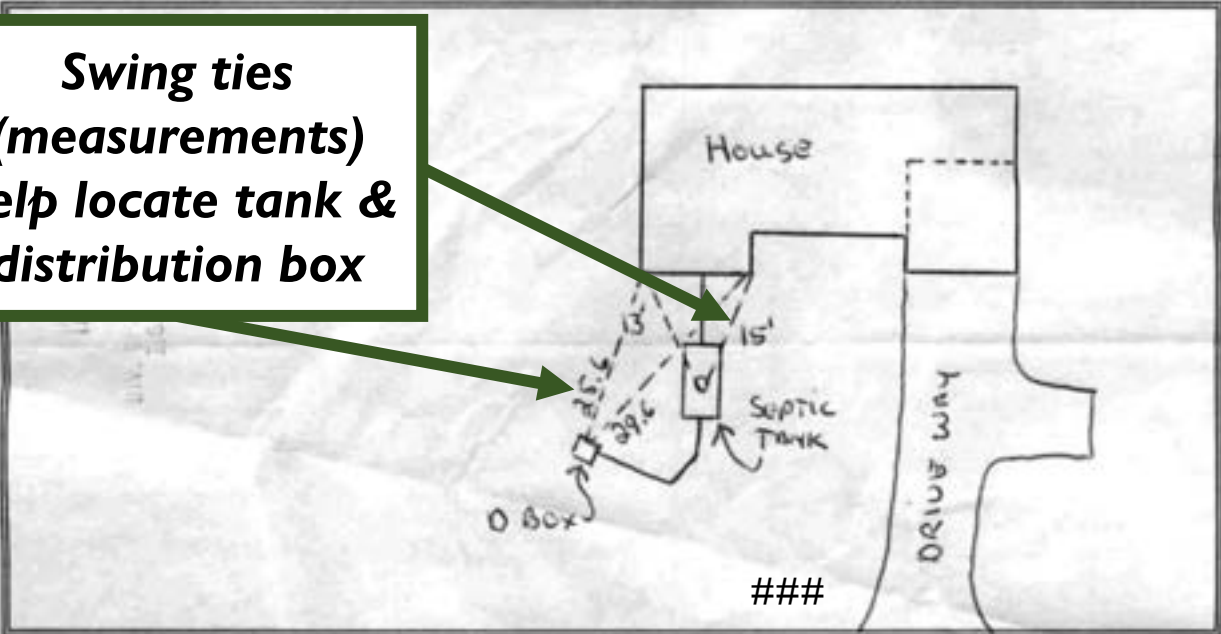
APPLICATION NO. 9305-1###

I, Richard Ringler, to the extent that I have performed the  
Installer's Name (Please Print)

work on said system as of the 6<sup>th</sup> day of MARCH, 1996,  
certify that the individual sewage disposal system as shown on the plans for ISDS Permit  
No 9305-1### 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**



House

13'

15'

39'

D BOX

SEPTIC TANK

DRIVEWAY

###

Richard Ringler  
Installer's Signature

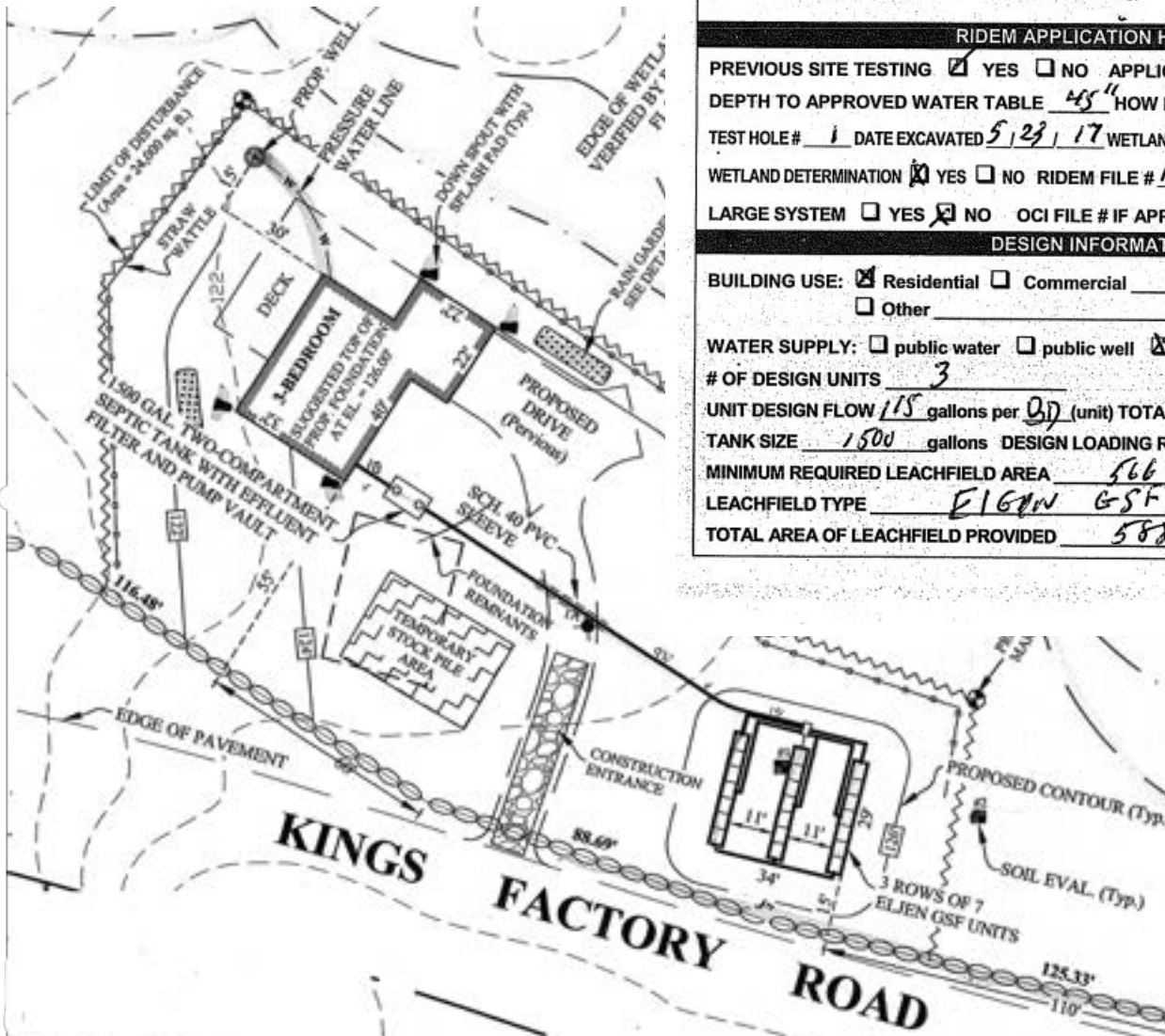
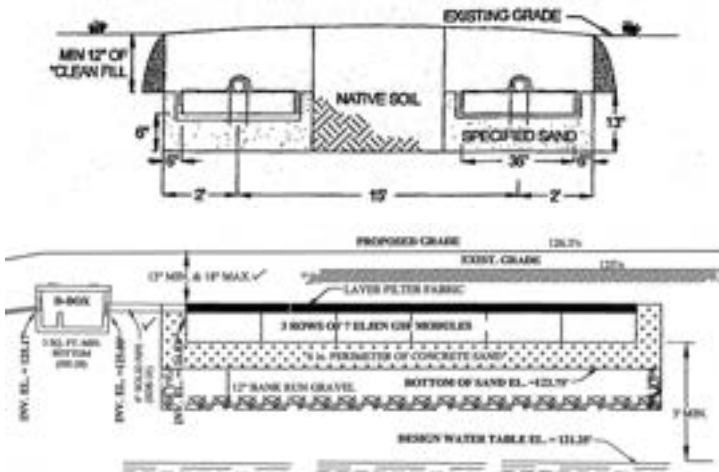
606  
License No.

March 6, 1996  
Date Signed



# Example of a conventional system site plan (~2020)



FIGURE 7: SECTION VIEW - TRENCH SYSTEM - LEVEL SITE



RHODE ISLAND DEPARTMENT ONSITE WASTEWATER TREATMENT www.d	
FOR R	
APPLICATION No. <u>1705-1</u>	DATE RECEIVED <u>4/13</u>
TYPE OF APPLICATION (CHECK ALL THAT APPLY)	
<input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input checked="" type="checkbox"/> TRANSFER	<input type="checkbox"/> A/E TECHNOLOGY TYPE <input type="checkbox"/> VARIANCE <input type="checkbox"/> REDESIGN <input type="checkbox"/> JOINT OWTS / WETLANDS PD
SITE INFORMATION	
<u>Kings Factory Road</u>	
NO. STREET	CITY/TOWN POLE #
PLAT NUMBER <u>2</u>	LOT NUMBER <u>6</u> SUBDIVISION LOT NUMBER
LOT SIZE <u>5.25</u> SF/ACRES	
SUBDIVISION NAME <u>Goodbury Farm</u>	
SUBDIVISION SITE SUITABILITY CERTIFICATION #	
OWNER INFORMATION	
<u>SCOT</u>	
LAST NAME	FIRST NAME M.I.
<u>Wick</u> <u>RI</u>	
NO. STREET	CITY/TOWN ZIP CODE
RIDEM APPLICATION HISTORY	
PREVIOUS SITE TESTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO APPLICATION # <u>1705-1</u>	
DEPTH TO APPROVED WATER TABLE <u>45"</u> HOW DETERMINED <u>Soil Bore</u>	
TEST HOLE # <u>1</u> DATE EXCAVATED <u>5/23/17</u> WETLANDS within 200' OF OWTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
WETLAND DETERMINATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO RIDEM FILE # <u>1804</u> DATE <u>7/18/18</u>	
LARGE SYSTEM <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO OCI FILE # IF APPLICABLE	
DESIGN INFORMATION	
BUILDING USE: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other	
WATER SUPPLY: <input type="checkbox"/> public water <input type="checkbox"/> public well <input checked="" type="checkbox"/> private well	
# OF DESIGN UNITS <u>3</u>	
UNIT DESIGN FLOW <u>115</u> gallons per (unit) TOTAL DAILY FLOW <u>345</u> gallons	
TANK SIZE <u>1500</u> gallons DESIGN LOADING RATE <u>0.61</u> gpd/sf	
MINIMUM REQUIRED LEACHFIELD AREA <u>566</u> square feet	
LEACHFIELD TYPE <u>ELJEN GSF</u>	
TOTAL AREA OF LEACHFIELD PROVIDED <u>588</u> square feet	

DEM SEE INSTRUCTION

# Example of a conventional system certificate of construction (2021)

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

Environmental Management  
NOV 15 2021  
Office of Water Resources

## DESIGNER'S CERTIFICATE OF CONSTRUCTION FOR OWTS

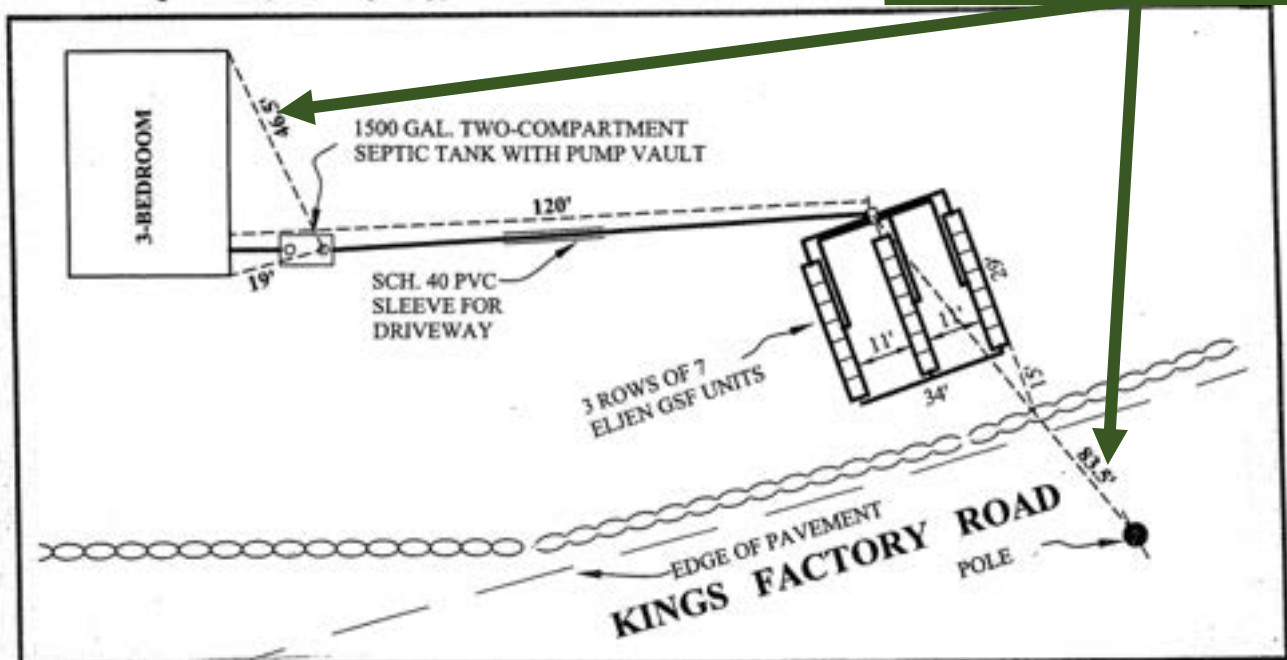
Permit No. 1705-1###

I, CHAREE M. JACKSON as the designer of record for the OWTS installation located at  
(Street) KINGS FACTORY ROAD in the City or Town of  
CHARLESTOWN hereby certify that

the installation was performed by the installer named below, and to the best of my information, the installation was witnessed and inspected in accordance with RIDEM/OWTS Rules, and 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 (date): 10/22/2021

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

**Swing ties  
(measurements)  
help locate tank &  
distribution box**



Installer's Name SCOTT ZAROOGIAN

###

License No. 1116

Designer's Name CHAREE M. JACKSON

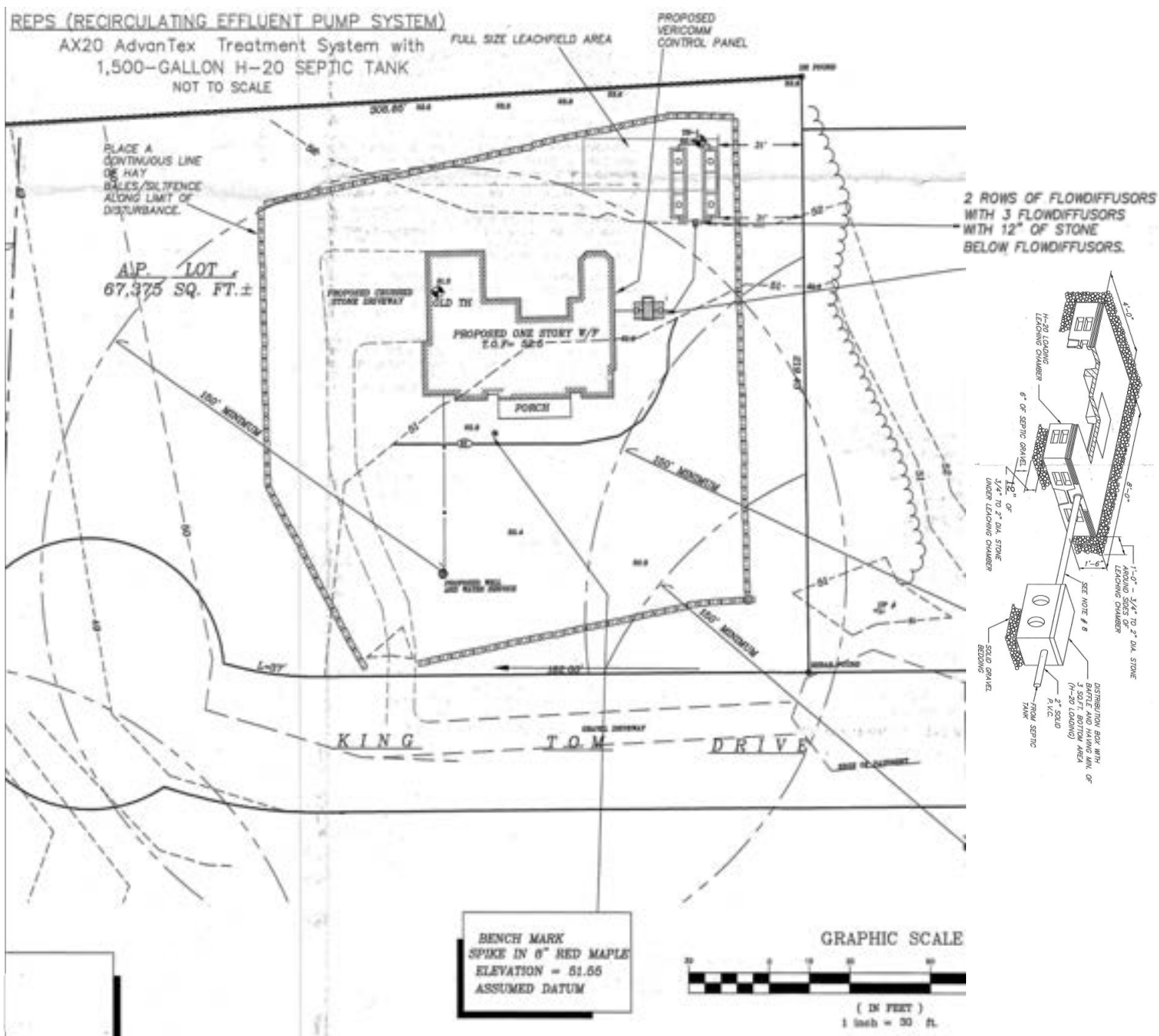
License No. 3116

Designer's Signature Charee M. Jackson

Date Signed 10/22/2021

Designer Request of Change (DROC) Approval Date(s) \_\_\_\_\_



[illegible]

APPROXIMATE LOCATION OF WATER MAIN

CEDAR KNOLL DRIVE

179.0'

CURBSTOP

APPROX. LOCATION OF WATER LINE

EXISTING TWO BEDROOM DWELLING WITH FULL FOUNDATION.  
Basement Door Threshold EL. 94.97', Top Step EL. 95.67'

SUNROOM

NEW DECK

PROPOSED ADDITION INCLUDES GARAGE NO ADDITIONAL BEDROOMS

ADVANTEX AX-20 1500 GSI TANK

TEST HOLE #2

EXISTING SEPTIC TANK MUST BE PUMPED AND REMOVED.

EROSION CONTROL

APPROX. LOCATION OF EXISTING LEACH FIELD, IF ANY OF THE FIELD IS ENCOUNTERED DURING CONSTRUCTION OF PROPOSED SAND FILTER IT MUST BE REMOVED AND REPLACED WITH CLEAN SEPTIC GRAVEL.

APPROX. LOCATION OF DRAIN LINE THAT HAS BEEN ABANDONED.

APPROX. LOCATION OF DRAIN LINE THAT HAS BEEN ABANDONED.

APPROXIMATE LOCATION OF PROPOSED DRIVEWAY

EX. IRON PIPE



LOT

EXISTING DWELLING

DECK



# 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		

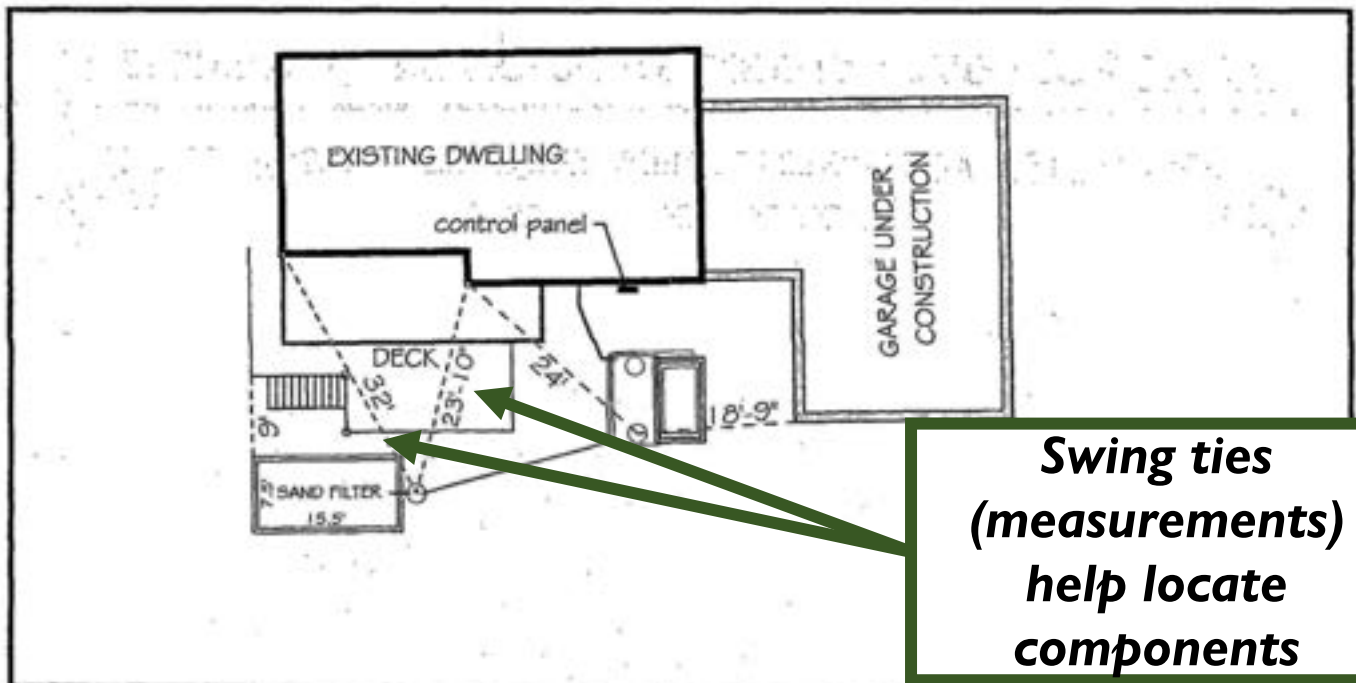
Stamp: NOV 07 2016, Office of Water Resources

## DESIGNER'S CERTIFICATE OF CONSTRUCTION FOR OWTS

Permit No. 1605-0###

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:



Swing ties  
(measurements)  
help locate  
components

Installer's Name Tim Stasiunas

License No. 830

Designer's Name Michael DelRossi

License No. 3038

Designer's Signature M. DelRossi

Date Signed 10.31.16

Designer Request of Change (DROC) Approval Date(s) \_\_\_\_\_

# Tips for finding an OLD septic system permit / plan (pre-1990):

- Permits don't exist pre-1968
- Many plans (especially subdivisions) 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!