

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



## Onsite Wastewater Resource Center

*Protecting families, communities and the environment with healthy septic systems*

# 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>

← → ↻ [ri.gov/DEM/owts](https://www.ri.gov/DEM/owts)   

 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](mailto:DEM.FileReview@dem.ri.gov) 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**

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

The screenshot shows the OWTS Search interface. At the top, the header includes the State of Rhode Island logo and text: "OWTS Search - Office of Water Resources" and "Department of Environmental Management". A navigation bar contains "OWTS Website" and "RI.gov".

The main content area has a welcome message: "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)." Below this, it says: "historical information or permit status for all applications. When viewing the you **Download PDF** images (if available) or Generate a **Certificate of** as been granted by the DEM."

Below the welcome message is a blue button: "To schedule a DEM File Review, email a Request for Records Form to [DEM.FileReview@dem.ri.gov](mailto:DEM.FileReview@dem.ri.gov)".

The main search section is titled "DEM OWTS (Septic System) Permit Search". It contains two steps in a yellow box:

- 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.

Below the steps are two input fields: "OWTS Permit #:" and "City/Town: Select City/Town".

Below the input fields are three checkboxes:

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

At the bottom left is a green "SEARCH" button. Two orange callout boxes provide instructions: one pointing to the "OWTS Permit #" field with the text "Enter Permit (e.g. 1234-0987) into box", and another pointing to the "SEARCH" button with the text "Then click search".

# To find a septic system permit / plan: Step 3b: If you don't know permit #

The screenshot shows the OWTS Search interface. A blue header contains the State of Rhode Island logo and text: "State of Rhode Island", "OWTS Search - Office of Water Resources", and "Department of Environmental Management". On the right, it says "OWTS Website" and "RI.gov".

The main content area has a welcome message: "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 and designed to meet requirements of RI State Law to ensure the proper location, design and construction 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".

Below the welcome message is a blue button: "To schedule a DEM File Review, email a Request for Records Form to DEM.FileReview@dem.ri.gov".

The "DEM OWTS (Septic System) Permit Search" section contains a yellow box with instructions: "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." and "Step 2: WAIT for the next search box to appear where you can enter additional criteria to filter, sort and search within the results."

Below the instructions are two input fields: "OWTS Permit #" and "City/Town: Select City/Town".

Below the input fields are three checkboxes: "New Applications Received in the last 30 days", "Approved in the last 30 days", and "Conformed in the last 90 days".

At the bottom left is a green "SEARCH" button.

Two orange callout boxes with arrows point to the "City/Town" dropdown and the "SEARCH" button. The first callout says "Select RI City/Town" and the second says "Then click search".

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

ri.gov/DEM/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 DiOrio	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. Sm	
0105-0118	Charlestown		Willard J. Sm	
0105-0712	Charlestown		Timothy Smith	Lee Duffin
0305-1485	Charlestown	47 Piedra 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

ri.gov/DEM/owts/permits/

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

OWTS Website RI.gov

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

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

OWTS Website RI.gov

To schedule a DEM

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

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

## = town

YY of permit

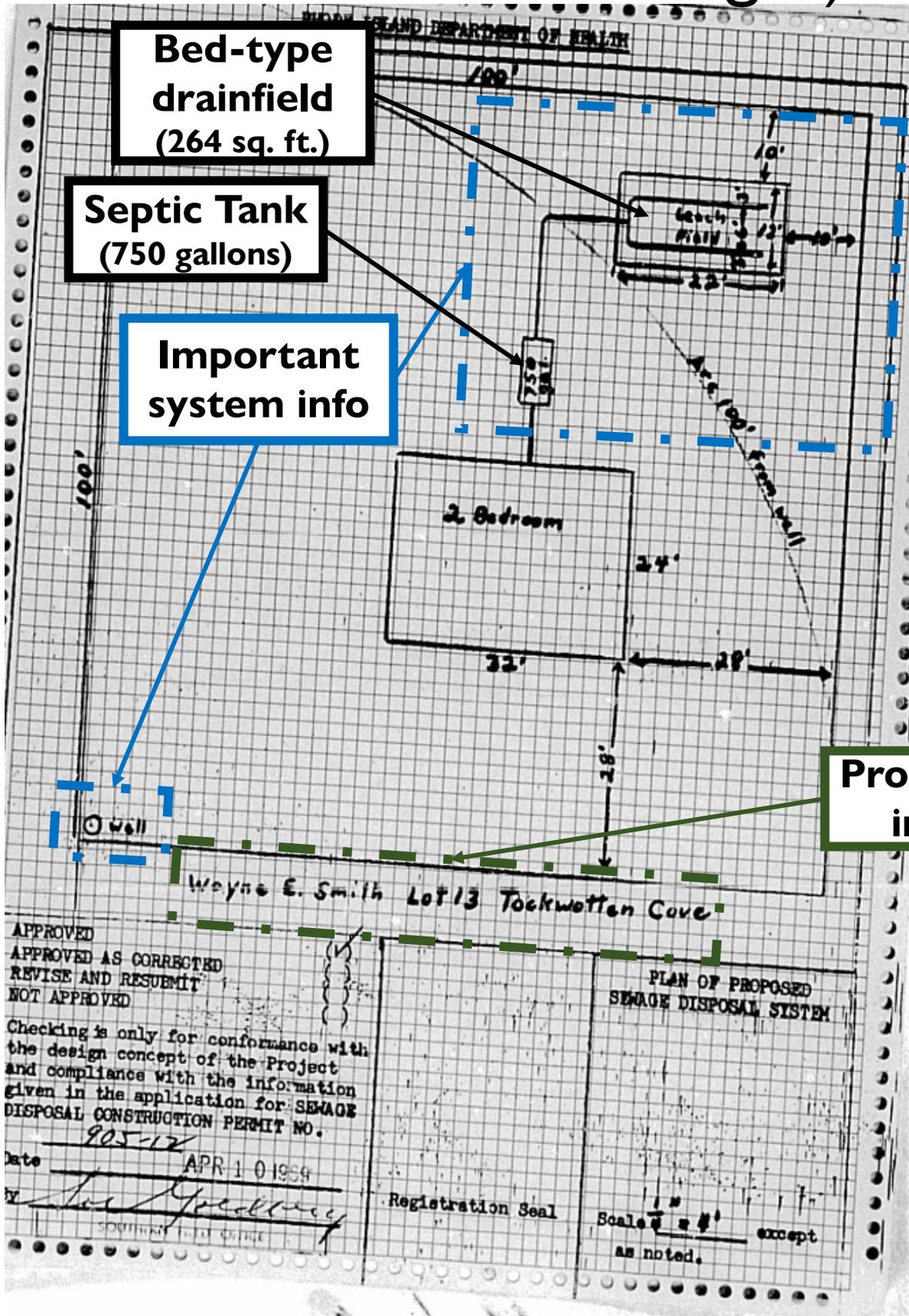
Permit ID #

Property info

US OF BLDG: 2915072  
 PERMITS: 905-12  
 CITY: 22115  
 LOCATION: Hazen Street, Tockwotten Cove  
 CHARLESTOWN, CT 06450  
 LOT NO: 13  
 SIZE OF LOT: 10,000 sq ft  
 NO. OF PERSONS: 3  
 NO. OF BEDROOMS: 2  
 NAME OF OWNER OF ESTABLISHMENT: Wayne E. & Emily G. Smith  
 ADDRESS: 63 Harrington Street, Meriden, Connecticut 06450  
 APPLICATION DATE: 4-5-69  
 PERMIT NO: 905-12  
 DATE: 4-10-69  
 CERT. OF CONF. DATE: 7-14-69  
 TOTAL DAILY FLOW: 300 GALLONS  
 CAPACITY OF SEPTIC TANK: 750 GALLONS  
 DESCRIPTION OF SOIL: gravel  
 DEPTH TO GROUND WATER: 15'  
 PERCOLATION RATE: 2 min  
 TYPE OF SEEPAGE SYSTEM: Construct  
 SEE REVERSE SIDE FOR PLAN  
 PLAN FILE NO.

System info

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



**Bed-type drainfield (264 sq. ft.)**

**Septic Tank (750 gallons)**

**Important system info**

**Property info**

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

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

## = town

OWTS Website RI.gov

OWTS Permit#: 9905-2 8

Location: Narrow Lane, Charlestown

Plat/Lot: 20/8 -

Owner: Smith

Designer: William Dowdell

Total Daily Flow: 600 gallons

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

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

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

**GENERATE CERTIFICATE OF CONFORMANCE**

**SEARCH AGAIN**

*Conventional systems tend to have few details listed*

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



**## = town**

OWTS Permit#: 1505-1-1

**Permit ID #**

(X<sup>th</sup> permit received that year for that town)

Location: King Tom Drive, Charlestown

Plat/Lot: 7/.

Owner: Smith

**YY of permit**

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

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

Conformed File:

**VIEW**

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

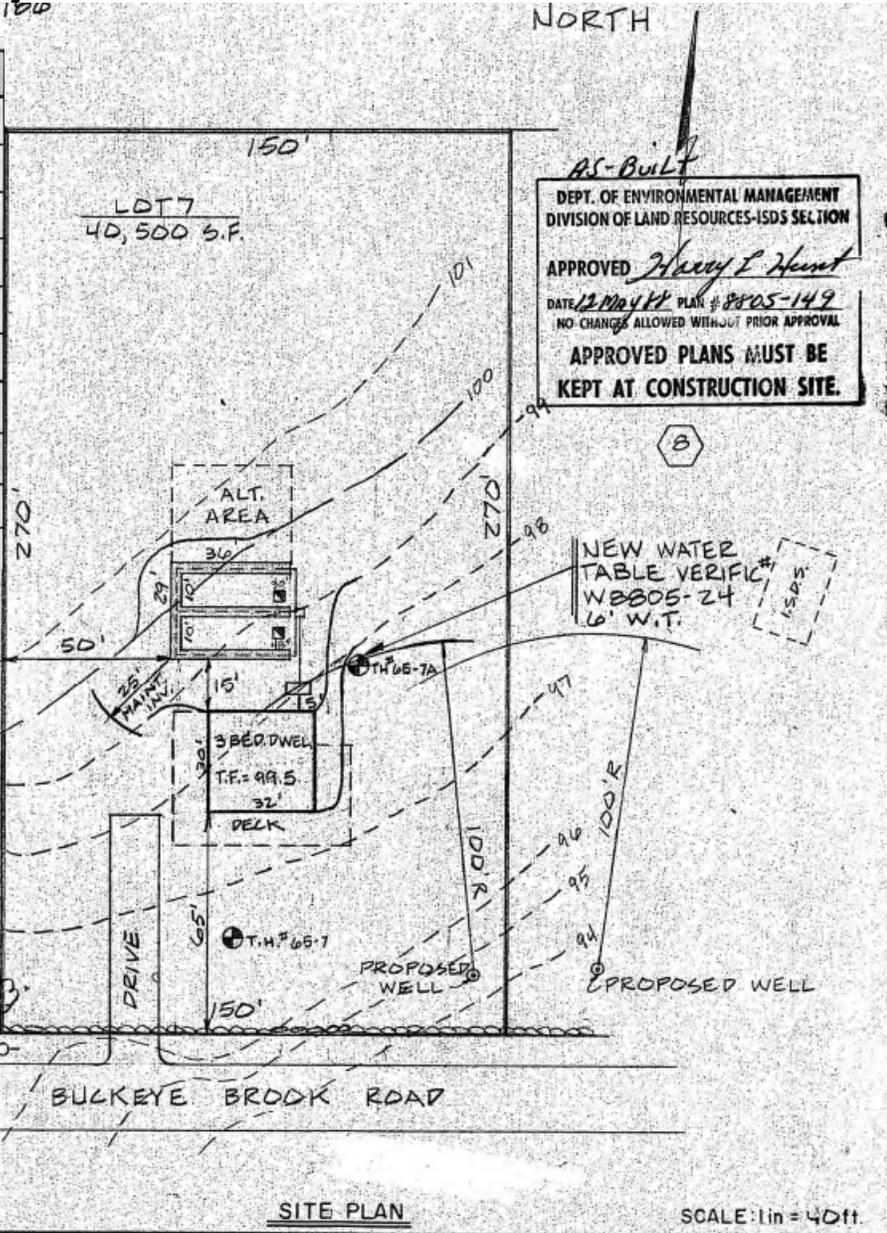
Historical Information:

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

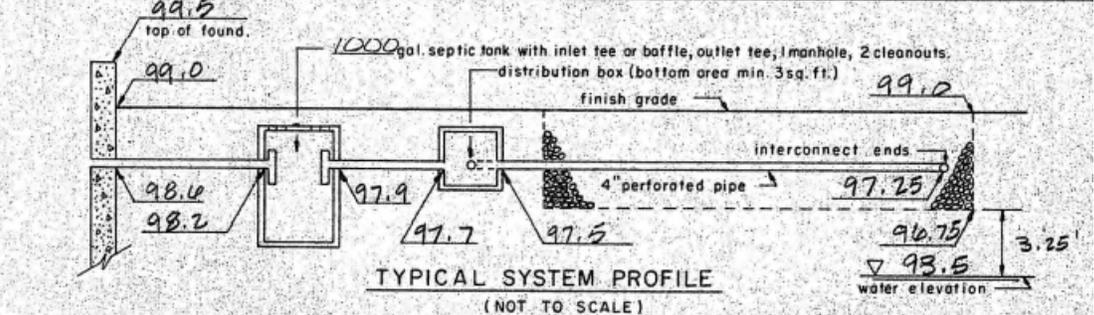
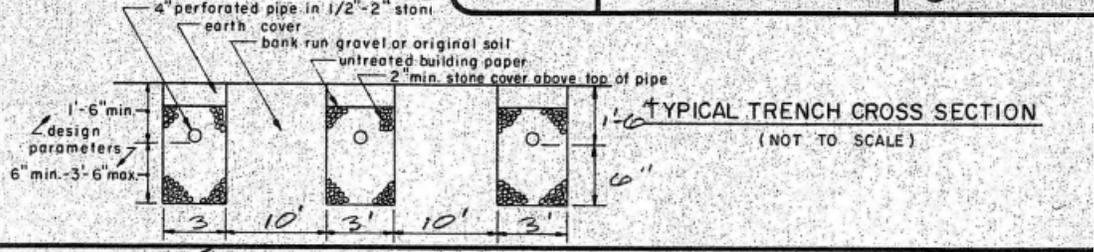
**Advanced systems are named (Advantex AX-20); modern permits have more regulatory requirements & steps**

# Example of a conventional system site plan (1980s)

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT DIVISION OF LAND RESOURCES INDIVIDUAL SEWAGE DISPOSAL SYSTEM APPLICATION (279)		APPLICATION NUMBER
PURPOSE OF APPLICATION: <b>REVISOR</b> <input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION <input type="checkbox"/> ALTERATION OF EXISTING SYSTEM		APPLICATION DATE: <b>5-6-88</b>
SITE LOCATION: STREET <b>BUCKEYE BROOK RD.</b> CITY/TOWN <b>CHARLESTON</b>		
PLAT NUMBER: <b>16</b>	ASSESSORS RECORDED: <input type="checkbox"/>	LOT NUMBER: <b>65-</b> LOT SIZE: <b>40,500 #</b>
SUBDIVISION NAME		WETLANDS DETERMINATION REQUEST ATTACHED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OWNER'S NAME: LAST <b>SMITH</b> FIRST <b>[REDACTED]</b> INIT.		WATER SUPPLY: <input type="checkbox"/> PUBLIC <input checked="" type="checkbox"/> WELL
MAILING ADDRESS: <b>P.O. BOX WAKEFIELD, RI 02880</b> ZIP CODE		
BUILDING USE: <b>SINGLE FAMILY</b> ANY PREVIOUS APPLICATION FOR THIS SITE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO APP. NO. <b>8805-149</b> DATE <b>8-13-86</b>		
NO. DESIGN UNITS: <b>3 BEDROOM</b>	DESIGN FLOW: <b>150 GALLONS PER BED</b>	TOTAL DAILY FLOW: <b>450 GALS.</b>
REQ'D. TANK SIZE: <b>1000 GALS.</b>	TYPE SYSTEM: <input checked="" type="checkbox"/> FRENCH <input type="checkbox"/> CHAMBER <input type="checkbox"/> BED <input type="checkbox"/> OTHER: DESCRIBE	
NUMBER OF LINES: <b>3</b>	WIDTH: <b>3'</b>	LENGTH: <b>30'</b> TOTAL SQ. FEET: <b>384</b>
6" STONE BELOW INVERT		



99.5 (ELEV) - 6' WATER TAB



**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)

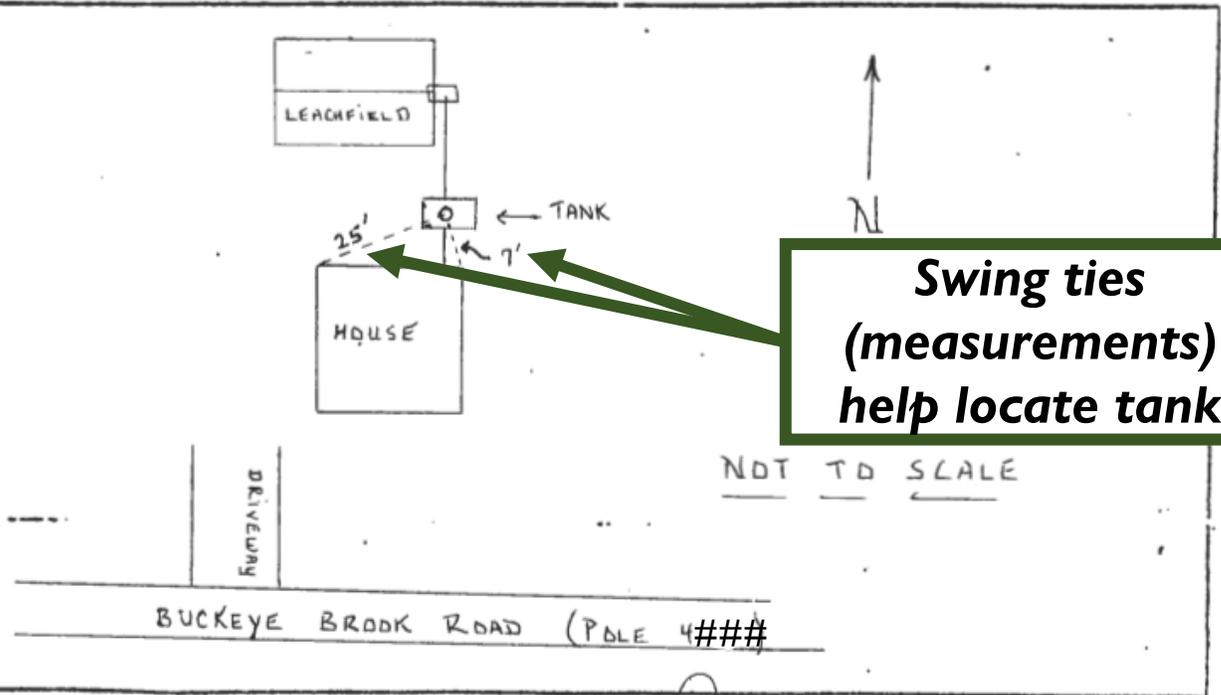
work on said system as of the 24 day of MAY, 1988.

I 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)



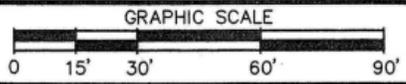
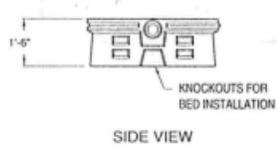
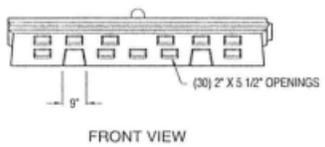
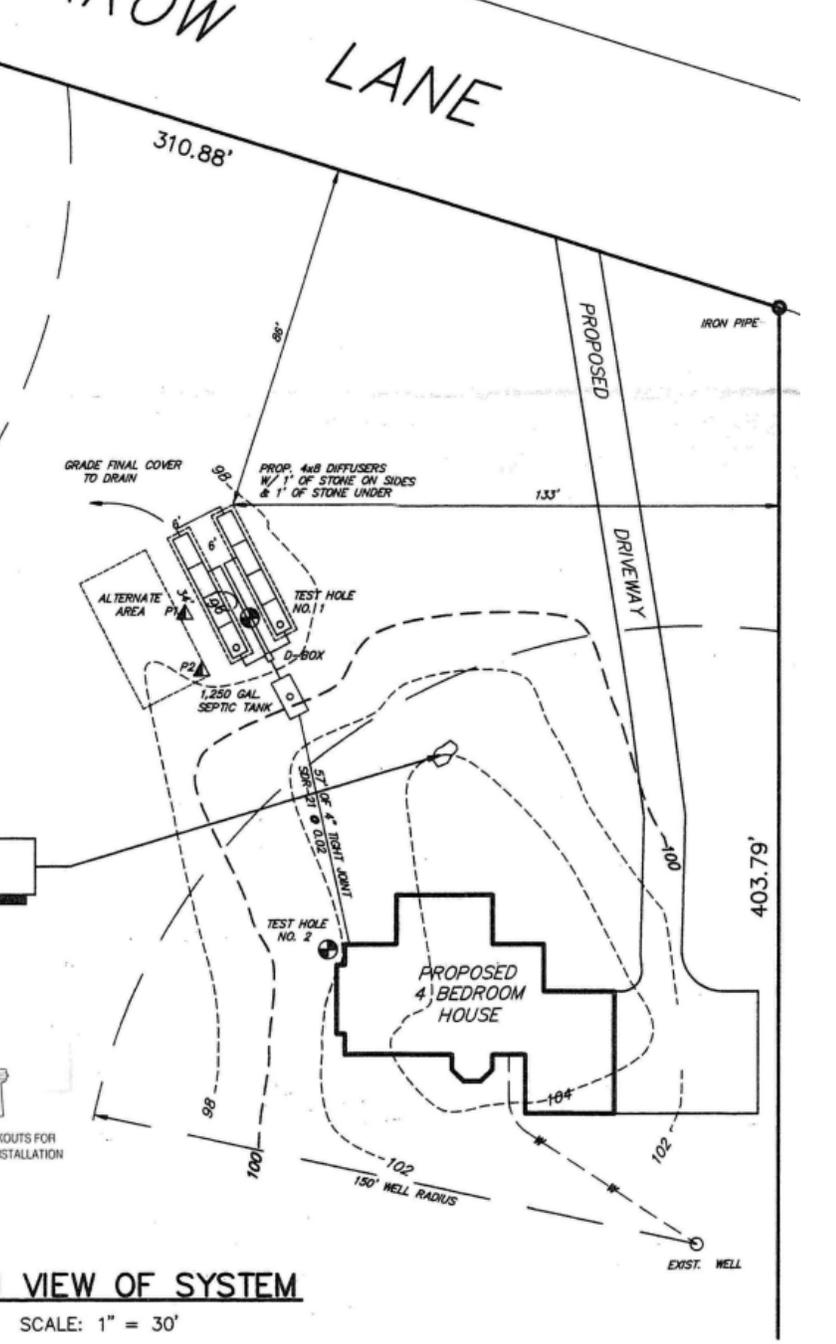
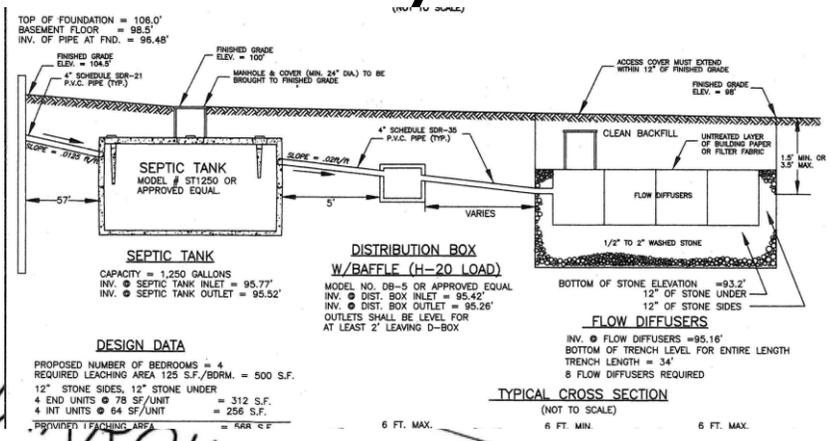
**Swing ties  
(measurements)  
help locate tank**

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

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

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

FOR DEM L	
APPLICATION No. <u>9905-3</u>	DATE RECEIVED <u>8/1</u>
TYPE OF APPLICATION CHECK IF APPLICABLE	
<input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION	<input type="checkbox"/> I/A TECHNOLOGY
<input type="checkbox"/> ALTERATION	TYPE OF SYSTEM _____
<input type="checkbox"/> REPAIR	<input type="checkbox"/> VARIANCE
<input type="checkbox"/> TRANSFER	
OWNER INFORMATION	
<u>Smith</u>	M.I. <u>M</u>
LAST NAME	FIRST NAME
<u>2</u>	<u>Henry Street</u>
NO. STREET	CITY/TOWN ZIP CODE
SITE INFORMATION	
<u>Narrow Lane</u>	<u>Charlestown 40</u>
NO. STREET	CITY/TOWN POLE #
PLAT NUMBER <u>20</u>	LOT NUMBER _____ SUBDIVISION LOT NUMBER <u>N/A</u>
LOT SIZE <u>3 AC</u>	SQUARE FEET _____
SUBDIVISION NAME <u>N/A</u>	
PRELIMINARY SUBDIVISION SUITABILITY # <u>N/A</u>	
DEM APPLICATION HISTORY	
PREVIOUS WATER TABLE/ISDS # <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 Season 9905-2</u>
TEST HOLE # <u>1</u>	DATE EXCAVATED <u>8/10/99</u> WETLANDS within 200' of ISDS <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.)
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>4 bedroom</u>	
UNIT DESIGN FLOW <u>150</u> gallons per bedroom (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	



ZONING CLASSIFICATION = R-3A  
SETBACKS: FRONT- 50' SIDE- 35' REAR- 100'

# 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

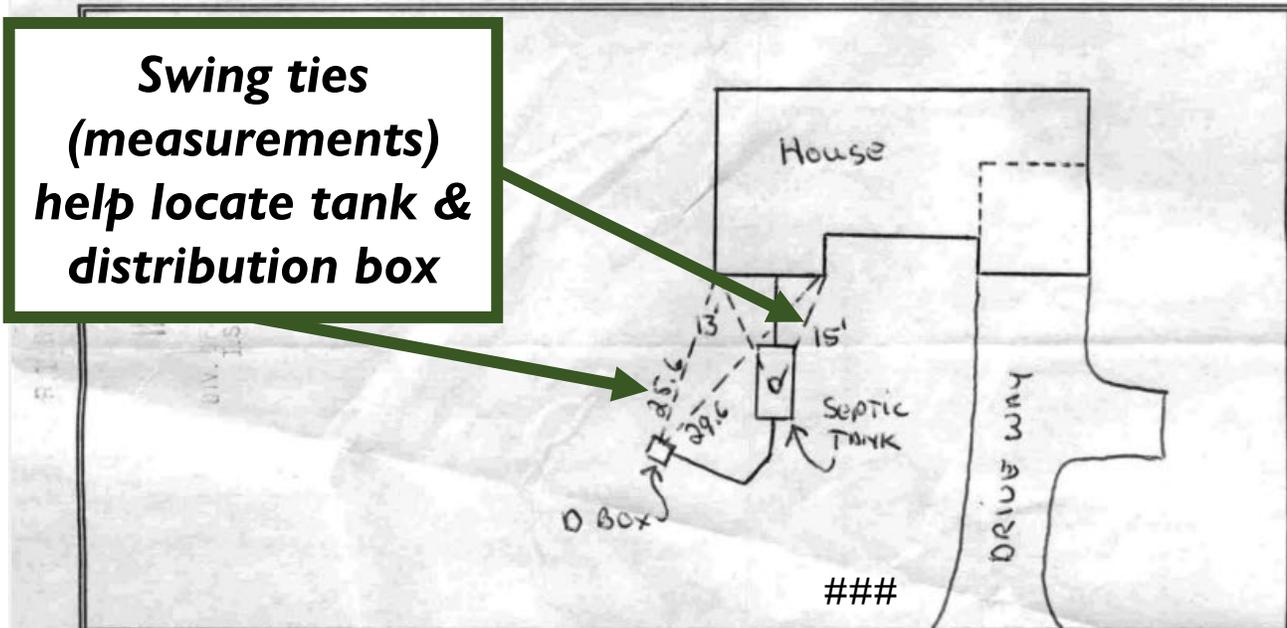
APPLICATION NO. 9305-1###

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:



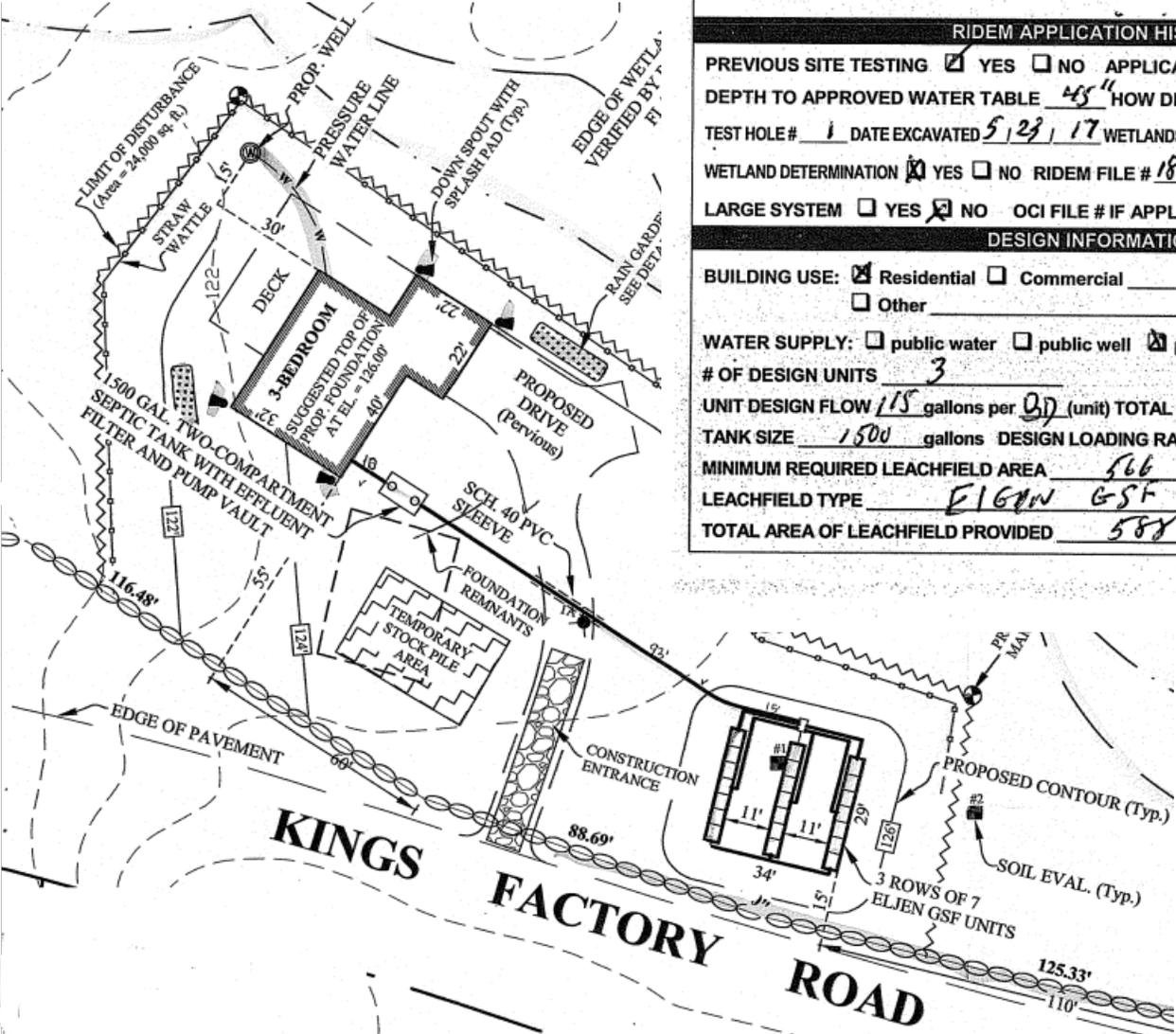
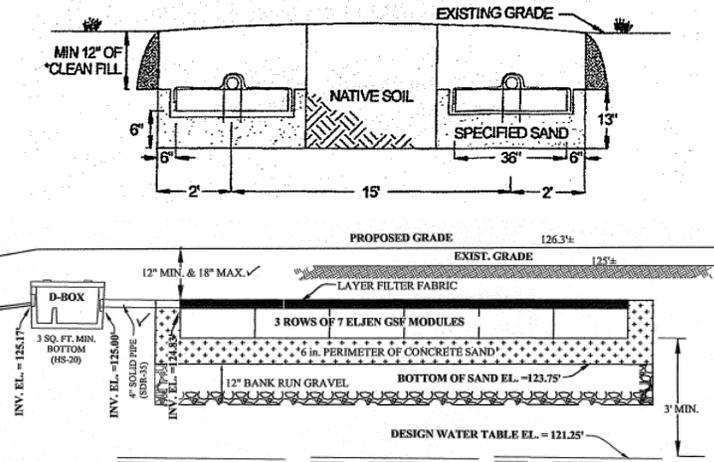
Richard Ringler  
Installer's Signature

606  
License No.

March 6, 1996  
Date Signed

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

FIGURE 7: SECTION VIEW - TRENCH SYSTEM - LEVEL SITE



		<b>RHODE ISLAND DEPARTMENT ONSITE WASTEWATER TREATMENT</b> www.d
APPLICATION No. <u>1705-1</u>		DATE RECEIVED <u>4/1/18</u>
TYPE OF APPLICATION (CHECK ALL THAT APPLY)		
<input checked="" type="checkbox"/> NEW BUILDING CONSTRUCTION	<input type="checkbox"/> A/E TECHNOLOGY TYPE _____	
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> VARIANCE	
<input type="checkbox"/> REPAIR	<input type="checkbox"/> REDESIGN	
<input checked="" type="checkbox"/> TRANSFER	<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>5.257</u> S/FIACRES		
SUBDIVISION NAME <u>Goodbury Farm</u>		
SUBDIVISION SITE SUITABILITY CERTIFICATION # _____		
OWNER INFORMATION		
LAST NAME <u>SCOT</u>	FIRST NAME _____	M.I. _____
<u>Wick Rd - 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>5/29/17</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** Environmental Management  
**OFFICE OF WATER RESOURCES** NOV 15 2021  
**PERMITTING SECTION** Office of Water Resources  
**ONSITE WASTEWATER TREATMENT SYSTEMS (OWTS) PROGRAM**


## DESIGNER'S CERTIFICATE OF CONSTRUCTION FOR OWTS

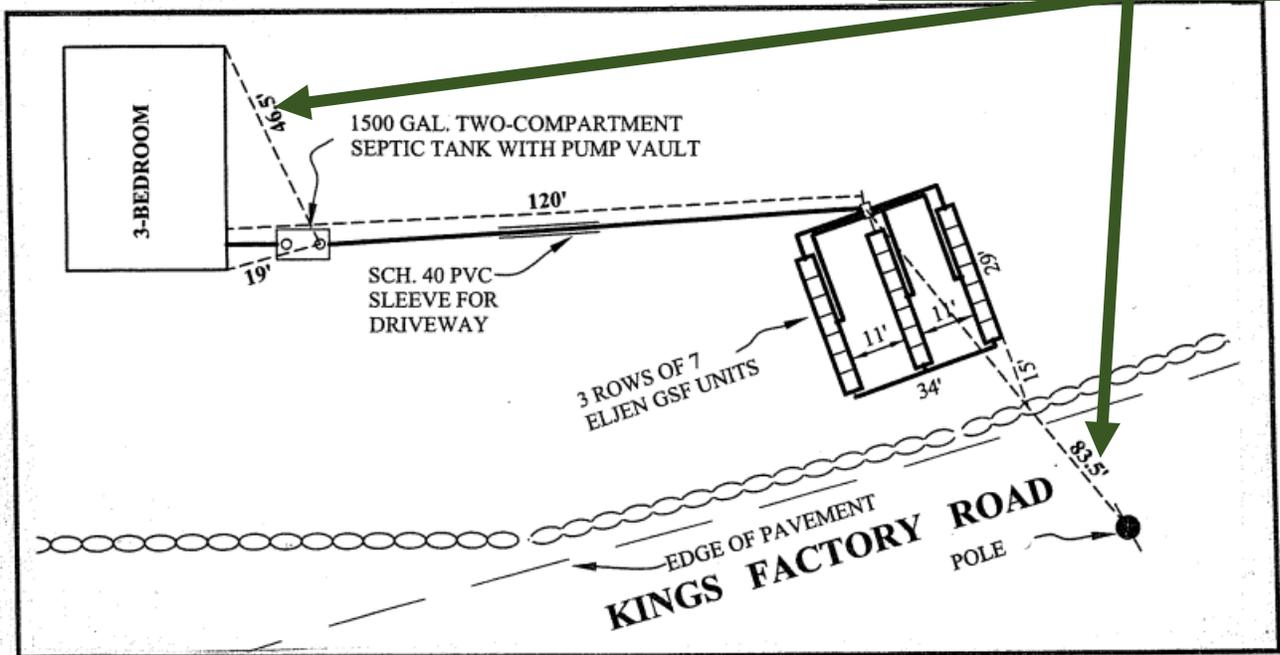
Permit No. 1705-1###

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 codes, 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 Rules. This certification is effective as of (date): 10/22/2021

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

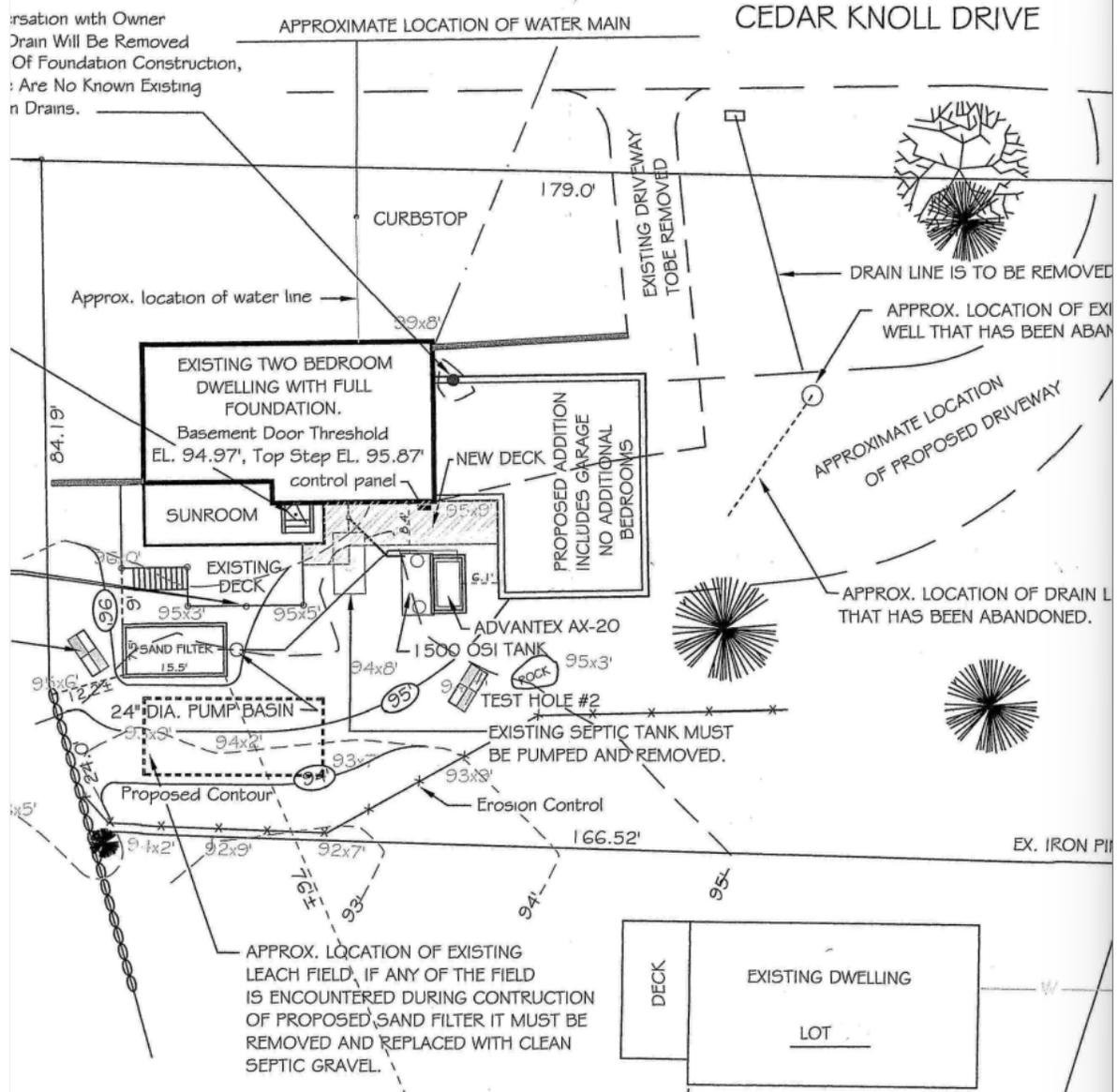
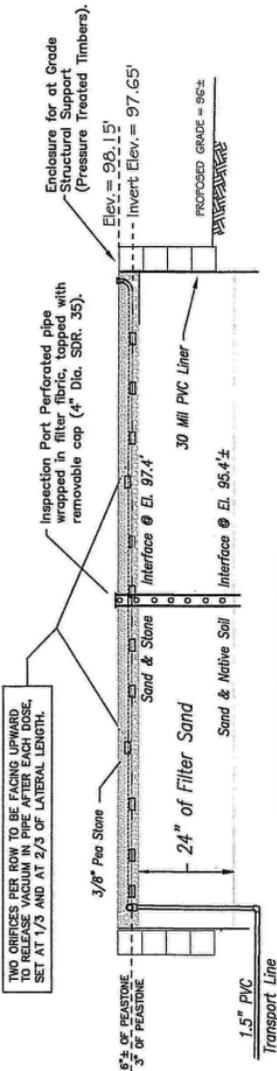
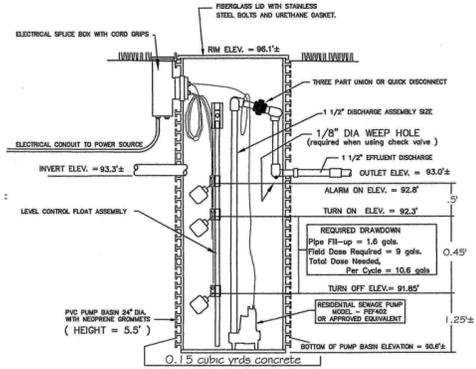
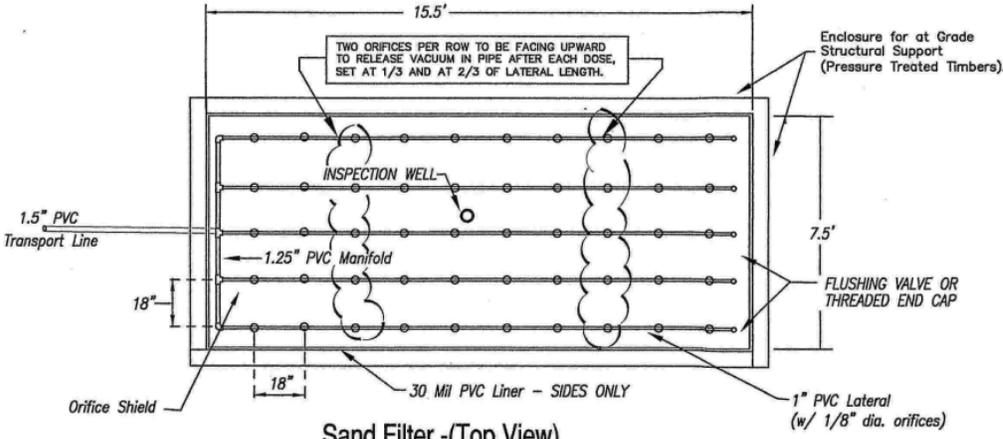
The septic tank, D-Box (if any) and leach field are located as set forth in the attached plans.



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) \_\_\_\_\_



# 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**

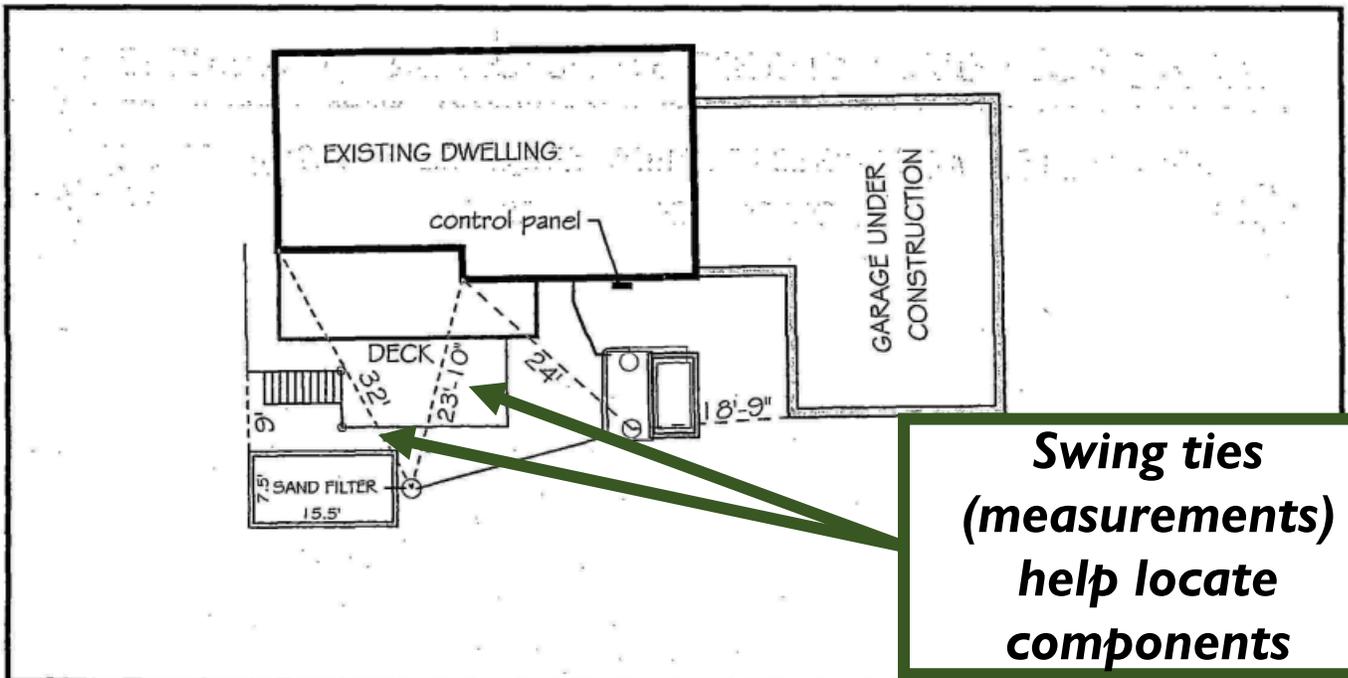
  
 Environmental Management  
 NOV 07 2016  
 Office of Water Resources

## 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 Stasionas  
 Designer's Name Michael DelRossi  
 Designer's Signature [Signature]  
 Designer Request of Change (DROC) Approval Date(s) \_\_\_\_\_

License No. 830  
 License No. 3038  
 Date Signed 10-31-16

# 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!