OSWW Copy Submission Function Guidance

1. Log into your account, you will be navigated to your **Dashboard.**

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UAT EXT		5 (9	💄 Emma Windham
(All) -	Priority 🛿 Upcoming 🔟 As Needed 🖉 Draft 🚺 To Be Signed 🖉 In Process 14		
Home Dashboard Notifications	Schedule Y7QH-8C1Y-T36H on Permit 26-368-26003 v1.0 · Proof of Permission PHIL ELVIS, ELVIS SERVICE INC (M PROCESS) The schedule was due 01/31/2024. The original submission was received on 12/04/2024. The latest revision is v3. The agency is processing your submission.		Open
Start a New Form Submissions Permits	Application HQ1-JZXZ-Q60M4 · OSWW (Septic Tank) - Application to Construct an Individual Sewage Treatment and Disposal System (D-1740) 145 Testing Site Florence (N PROCESS) Action Type: Option #1; Subdivision: N/A; Variance? N/A; GovT: No: Large: No New? New System. The original submission was received on 02/21/2024. The agency is processing	ng your submission.	Open

2. If you have multiple sites associated with your account, you will see **ALL** displayed in the top left site menu.

3.Click the dropdown menu beside **ALL**. Selected a site you wish to use to copy a submission. For example, if you are submitting applications for a subdivision, you would want to select a site for which you have already submitted an application.

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Home Dashboard Notifications	Schedule Y7QH-8C1Y-T36H on Permit 26-368-26003 v1.0 · Proof of Permission PHIL ELVIS, ELVIS SERVICE INC (N PROCESS) The schedule was due 01/31/2024. The original submission was received on 12/04/2024. The latest revision is v3. The agency is processing your	r submission.			Open
Start a New Form Submissions Permits	Application HQ1-JZXZ-Q60M4 · OSWW (Septic Tank) · Application to Construct an Individual Sewage Treatment and Disposal System (1 145 Testing Site Florence (IN PROCESS) Action Type: Option #1; Subdivision: N/A; Variance? N/A; Govt: No: Large: No New? New System. The original submission was received on 02/21	(D-1740) 1/2024. The agency is p	processing your submit	ssion.	Open

4. Once you have selected the appropriate site, select Submissions from the menu on the left. This will display all submissions associated with this site. If you do not see any submissions listed, make sure you have the filter set to show "**All Submissions**."

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Test Subdivision Lot 2 👻	Submissions											
Home										Filter by sta	itus: All Ad	tive (5) ×
Dashboard	Form Name	Form Type 😩	Created By	Received Date	Due Date	Reference Number	Agency Contact	\$ Instructions	\$	Submission Status	\$	
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Site Details	Application - OSWW (Septic											
Start a New Form	Tank) - Application to Construct an Individual											
Submissions	Sewage Treatment and Disposal System (D-1740)	Application	Emma Windham	01/23/2025		HQ9-VY63-TQ8TD				Received	Vi	ew or Revise
Permits	Action Type: Option #1: Subdivision: N/A; Variance?											
Financials	No; Gov't: No; Large: No New? New System											

5. Once you see the submission you want to copy, click the ellipses (three dots) on the right side. "**Copy Submission**" will display.

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Dashboard	Form Name	Form Type 🗘	Created By 🗘	Received Date =	Due Date	Reference Number	Agency Contact	Instructions	 Submission Status 	
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Site Details	Application - OSWW (Septic									
Start a New Form	Construct an Individual									
Submissions	Disposal System (D-1740)	Application	Emma Windham	01/23/2025		HQ9-VY63-TQ8TD			Received	Vie Copy Submission
Permits	Action Type: Option #1: Subdivision: N/A: Variance?									
Financials	No; Gov't: No: Large: No New? New System								/	

6. A pop up will display asking you to select a site. It will default to the site you are currently working on. Click the dropdown menu and select the "- Create New Site" –option.

cation	Emma	Select Site	FXBGT
cation	Emma	Select a context for your submission from the following options. Or, select Create New Site to begin a submission for an entirely new site. Select Site	TQ8TD
cation	Emma	New Site Name	-А53КС
cation	Emma Wi	Continue Cancel indham 01/23/2025 HQ9-VSRS	-HG0CG

7. You will now be navigated to the OSWW Septic Tank Application. Click Begin Form Entry.

INSTRUCTIONS	CONTACT INFORMATION
Prior to starting the Application, please note:	Main Address
A boundary plat, deed, or other legal document specifying the lot size shall be furnished by the applicant. The applicant shall provide a legal description that specifies lot boundary lengths for lots two (2) acres or smaller in size and upon request for any lot greater than two (2) acres in size.	To find your regional contact, please select your cour from the link below.
Prepare the Property	ADDITIONAL LINKS
 Place the Site Location Card in a clear, sealed plastic bag and post at the entrance of the property. Place the Septic Location Card in a clear, sealed plastic bag and post at proposed location of septic system Print Site Location Cards PDF 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. 	Regional Offices Reg 61-56 Onsite Wastewater Systems Property Owner Permission Letter Template
Complete the Application	
 The required fields must be completed Applicant Name – If a permit is issued, the Applicant will become the Permittee. 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. 	

8. The form will prefill with information from the submission you copied. Change any form answers as necessary. At a minimum, make sure the site address and TMS No. reflect that of the newly created site. We will now navigate through the sections of the form, changing information as necessary.

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9. You will need to change the Site Name in the application to reflect the name of the new site, so it is a good idea to make a note of the site name somewhere for reference when you create it. Update the Site Address, Site Physical Location, and TMS No. as necessary.

	Site Name	
 Additional Contact(s) 	Subdivision Lot 2	
Site Information	Site Address Address Line 1 123 Maning Lane	
O Water Source	Address Line 2	
Property Type	City State/Area Postal Code Dartington SC 29532	
Site Plan Drawing and Additional Documentation	Site Physical Location Map Satellite Search by name or address woodwown	53
Pre-Submission Checklist		
	W Darlington St	0
Review	Agri Supply of Florence	

10. Progress through each section of the form, ensuring that all questions have been answered appropriately. You will need to upload a Site Plan and Plat or Deed for the new site.

		impact the wastewater system of tead to permit
	Applicant Information	
	Additional Contact(s)	* Site Plan Follow the link below for an example Site Plan sketch
	Site Information	Please be aware that files exceeding 500 MB in size are not allowed Drop files here to upload
e	Water Source	© 0R
	Property Type	CHOOSE FILE
,	Site Plan Drawing and Additional Documentation	Comment
C	Pre-Submission Checklist	Example Site Plan Sketch 📮
	Durinu	* County Plat or Deed
) Review	Follow the link below for information on how to access a copy of a plat or deed. Please be aware that files exceeding 500 MB in size are not allowed
	Certify & Submit	Drop files here to upload

11. Once you are done, Review the form, and click Certify and Submit. You will be prompted to pay the fee.

	nare the contens or the proposed nome or commercial building been marked while labeled	
Applicant Information	Vos	•
Additional Contact(s)	Have the corners of other proposed buildings, pools, or structures that may influence placement and configuration of the wastewater system also been marked? Not Applicable	
Site Information	Have any existing and/or proposed wells been marked? Yes	
Water Source	Has the proposed plumbing stubout been marked? Yes	
Property Type	Instructions for Clearing Vegetation This degree of clearing should expand at least 150 feet in all directions from the proposed system site. Additional clearing may be required.	
Site Plan Drawing and Additional Documentation	Please see the video below if additional clarification is needed. How to properly prepare a site for evaluation of a septic system	
Pre-Submission Checklist	Has underbrush, thick vegetation, and any other features that may inhibit the site evaluation been cleared? Yes	
Review	Instructions for Plat/Deed Attachment A boundary plat, deed, or other legal document specifying the lot size shall be furnished by the	
Certify & Submit	applicant. The applicant shall provide a legal description that specifies to boundary lengths for lots two (2) acres or smaller in size and upon request for any lot greater than two (2) acres in size. When a dwelling or facility is to be served by a remote subsurface wastewater infiltration area, the applicant must provide appropriate easement(s). An appropriate easement must allow ingress and egress for construction, operation, maintenance, replacement and repair and must run with the land.	
	Has a copy of the Plat or Deed been included with this submission? Yes	
	Is the site active and ready for evaluation?	

12. Once you have paid the fee or generated an invoice for submitting a payment by mail, you will be navigated back to your Dashboard if you select "Go to ePermitting Home."

13. From there, you will see the newly created site if you select the dropdown in the site menu at the top left. You can select this site and the newly submitted application will show up on your Dashboard under In Process.

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Test Subdivision Lot 2	Priority 1 Upcoming 0 As Needed 0 Draft 1 To Be Signed 0 In Process 5
Home	HIGH PRIORITY
Dashboard	Application HQ9-YYY9-YHJHQ · OSWW (Septic Tank) - Application to Construct an Individual Sewage Treatment and
Notifications	Test Subdivision Lot 2 Continue Delete Draft
Site Details	RAFT) This draft was created on 01/27/2025 by Emma Windham and has not yet been submitted.
Start a New Form	
Submissions	
Permits	
Financials	

14. You can repeat these steps as necessary if you are submitting applications for multiple lots within a development or subdivision.