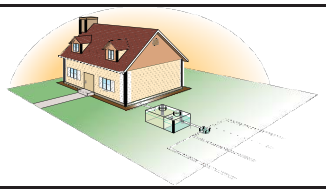
SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater (Septic System) Application Packet



Application:

- If you have access to the internet, please visit the ePermitting Portal (epermitting.des.sc.gov/) to submit your application.
- Please complete the entire document with required information.
- Obtain a copy of the official plat or deed with the property dimensions from the county Registrar of Deeds Office.
- The property owner or their legal representative must complete the "Property Owner Permission Letter" section of the application to give SCDES representatives permission to enter the property.
- All documents should be mailed to our Onsite Wastewater (OSWW) Customer Service Center located at the address below:
    - ATTN: OSWW, SCDES, 2600 Bull Street, Columbia, SC 29201.
    - If you have any questions pertaining to the application process, please contact the OSWW Customer Service Center by phone at 1-855-731-2504.
    - Once received, our staff will review all documents for completion. If your application is complete, it will be entered into our ePermitting system. If it is determined that your application is incomplete, you will be contacted to discuss the missing information. Your application will not be processed further until we receive the missing information.
- Evaluations using backhoe pits are required if your property is located above the S.C. Fall Line. If you need help determining if your property is located above the S.C. Fall Line, please contact the OSWW Customer Service Center. Once your application has been submitted, a SCDES representative will be in touch to schedule a site evaluation. You, the applicant, are responsible for having the pits dug. Do not dig pits in advance of your SCDES scheduled meeting as improperly dug pits can negatively impact your site evaluation. The SCDES representative will instruct your contractor on where to dig the pits during your scheduled appointment.

Payment:

- A check or money order will need to be sent by mail with the application and all required documents. Check or money order can be made payable to SCDES. The application fee is $150.

Site Preparation:

(Site and Septic System Location Cards with Instructions are on Page 9 of this packet.)

- Read and follow the Location Card Instructions.
- Print and post the Site Location Card at the entrance of the property.
- Print and post the Septic Location Card at the proposed location of the system.

Timeline:

- Sites are evaluated on a first come, first serve basis.
- Site location is considered when scheduling visits. Staff group sites based on their location to achieve maximum efficiency.
- Please note: Rain can delay site visits, because wet soils are less likely to pass inspection.

Permit Issuance:

- If the site will support a traditional septic system, a Permit to Construct will be created and mailed to the applicant. Provide a copy of the Permit to Construct to your septic system installer.
- If it is determined the site will not support a traditional septic system, a letter providing instructions and additional options will be mailed to the applicant.

SC DEPARTMENT of ENVIRONMENTAL SERVICES

Application #: _____

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

I, John Doe (Name), 123 Anywhere Lane (Mailing Address)

Columbia (City/Town) SC (State) 29200 (Zip Code) johndoe@email.com (Email Address)

Phone No.: (555) 555-5555 ☐ Mobile ☑ Home ☐ Work

Alternate Phone No.: (444) 444-4444 ☑ Mobile ☐ Home ☐ Work

hereby make application for a Permit to Construct an Individual Sewage Disposal System to serve a:

☑ House: ☐ Mobile Home: ☐ Other (Specify): _____

If in subdivision, give name: Shady Grove Subdivision Lot #: 26

Property Address: 123 Shady Grove Lane City: Columbia

County: Richland Tax Map/Property Identification #: R111111-11-11

Check all that apply:

Public Sewer Accessible: ☐ Yes ☑ No

Drinking Water Source: ☐ Municipal ☑ Private Well ☐ Public Well

If private or public well, is it: ☑ Proposed ☐ Existing

Property Type: ☑ **Residential** ☐ **Commercial**

If residential establishment, answer following:

No. Bedrooms: 3 Basement: ☐ Full ☐ Partial ☑ None

Plumbing in Basement: ☑ Yes ☐ No

If commercial establishment, answer following:

Type of Business: _____

Number of Occupants: _____ Number of Employees: _____

Public Restrooms: _____ Number of Hours of Daily Operation: _____

Other: _____ (i.e., seating capacity, meals per day)

Type of Foundation for Residential or Commercial:

☐ Slab ☑ Crawlspace ☐ Not Applicable ☐ Other: _____

EXAMPLE

Personal information provided on this form is subject to public scrutiny or release.

SC DEPARTMENT of ENVIRONMENTAL SERVICES

Application #:

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

Lot Identification and Preparation

In order for your application to be processed, stake the corners of the proposed building and property corners with distinctive markers. In clear, sealed bags, place the site location card at the front of the property in a conspicuous location and place the septic location card at the proposed septic location. A legal description (plat, deed, surveyor site plan, etc.) with dimensions of the property must also be submitted with the application. The lot should also be properly prepared by clearing all underbrush, thick vegetation, and any other features that may inhibit the site evaluation within a 150 ft radius of the proposed septic location.

Please give exact directions to lot: Take Exit 19 off of I-77. Go west for 2.5 miles then turn left onto Shady Grove Lane. Go 0.5 miles and the site will be located on the right.

I understand that the property must be properly prepared for evaluation. I also understand a reevaluation fee may be assessed if the above parameters for lot identification and preparation are not met. I certify to the best of my knowledge that the information submitted in this document is true and accurate. Permission and authority is hereby granted for SCDES representatives to enter the above-described property at reasonable hours for the purpose of onsite wastewater system inspection and/or site evaluation.

Property will be ready for evaluation by DHEC on 05/25/2020 .
(Date)

Will there be animals onsite or nearby when the inspection takes place? ☐ **Yes** ☑ **No**

Comments:

05/20/2020
(Date)

John Doe
(Applicant/Representative Signature)

EXAMPLE

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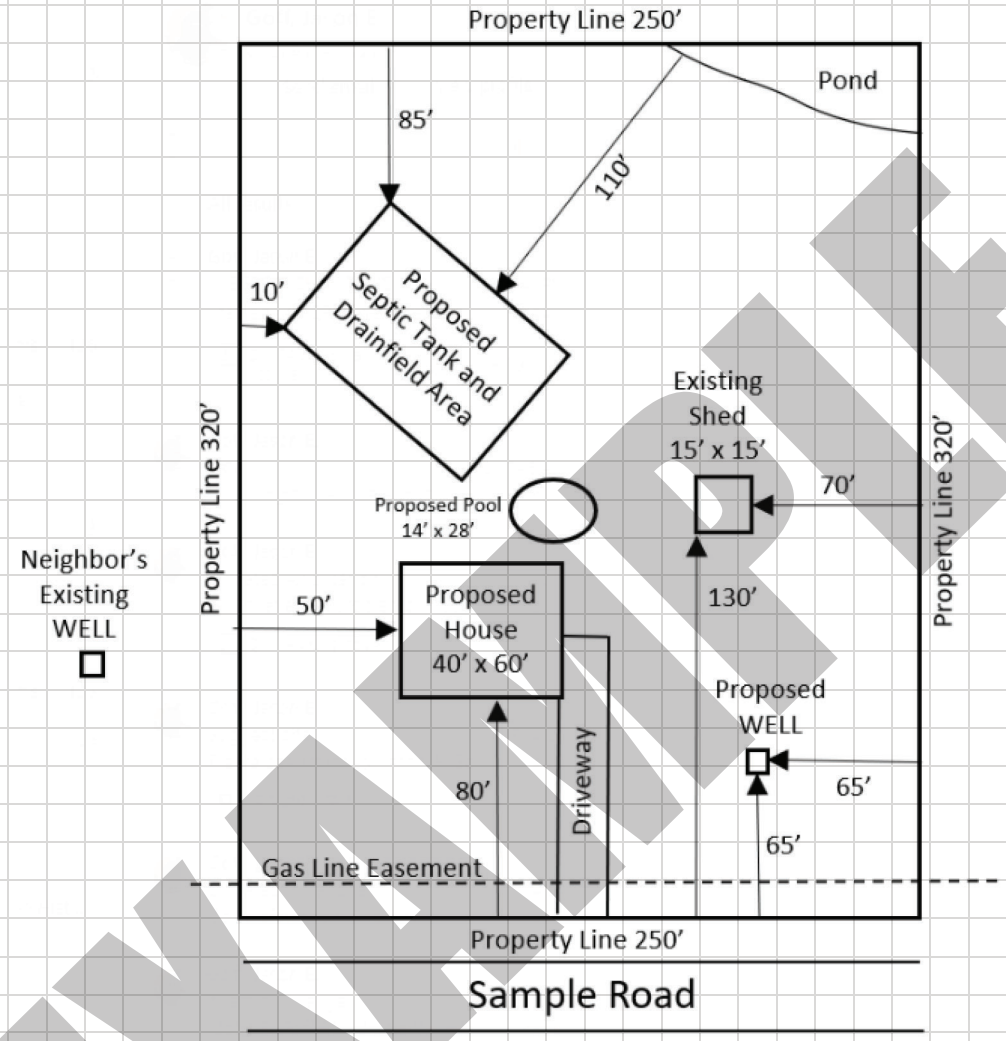
SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

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



EXAMPLE

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

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

- Primary building
- Septic tank and drain field area. Only mark an existing septic tank and drain field area if it falls within the vicinity of the proposed septic system.
- 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
- Areas of 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.

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

Property Owner Permission Letter

Date: 5/19/2020

To: SCDES - Bureau of Regional and Laboratory Services

From: Jane Doe - Property Owner

Location

Property Address/Nearest Permanent Address: 123 Shady Grove Lane

Property Town/City: Columbia

Property Tax Map #: R111111-11-11

SUBJECT: Site evaluation for purpose of issuing onsite wastewater (OSWW) permit

I, Jane Doe, property owner for the above listed property, give the local SCDES Staff permission to enter onto my property to evaluate the site for the purpose of issuing an OSWW (septic) permit.

Jane Doe

Property Owner's Signature

EXAMPLE

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Application #: _____

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

I, _____ (Name) , _____ (Mailing Address)

_____ (City/Town) _____ (State) _____ (Zip Code) _____ (Email Address)

Phone No.: _____ ☐ Mobile ☐ Home ☐ Work Alternate Phone No.: _____ ☐ Mobile ☐ Home ☐ Work

hereby make application for a Permit to Construct an Individual Sewage Disposal System to serve a:

☐ House: ☐ Mobile Home: ☐ Other (Specify): _____

If in subdivision, give name: _____ Lot #: _____

Property Address: _____ City: _____

County: _____ Tax Map/Property Identification #: _____

Check all that apply:

Public Sewer Accessible: ☐ Yes ☐ No

Drinking Water Source: ☐ Municipal ☐ Private Well ☐ Public Well

If private or public well, is it: ☐ Proposed ☐ Existing

Property Type: ☐ **Residential** ☐ **Commercial**

If residential establishment, answer following:

No. Bedrooms:_____ Basement: ☐ Full ☐ Partial ☐ None

Plumbing in Basement: ☐ Yes ☐ No

If commercial establishment, answer following:

Type of Business: _____

Number of Occupants: _____ Number of Employees: _____

Public Restrooms: _____ Number of Hours of Daily Operation: _____

Other: _____ (i.e., seating capacity, meals per day)

Type of Foundation for Residential or Commercial:

☐ Slab ☐ Crawlspace ☐ Not Applicable ☐ Other: _____

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Application #:

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

Lot Identification and Preparation

In order for your application to be processed, stake the corners of the proposed building and property corners with distinctive markers. In clear, sealed bags, place the site location card at the front of the property in a conspicuous location and place the septic location card at the proposed septic location. A legal description (plat, deed, surveyor site plan, etc.) with dimensions of the property must also be submitted with the application. The lot should also be properly prepared by clearing all underbrush, thick vegetation, and any other features that may inhibit the site evaluation within a 150 ft radius of the proposed septic location.

Please give exact directions to lot: _____

_____

_____

I understand that the property must be properly prepared for evaluation. I also understand a reevaluation fee may be assessed if the above parameters for lot identification and preparation are not met. I certify to the best of my knowledge that the information submitted in this document is true and accurate. Permission and authority is hereby granted for SCDES representatives to enter the above-described property at reasonable hours for the purpose of onsite wastewater system inspection and/or site evaluation.

Property will be ready for evaluation by SCDES on _____.
(Date)

Will there be animals onsite or nearby when the inspection takes place? ☐ **Yes** ☐ **No**

Comments: _____

_____

_____

_____

_____

_____

_____

_____ _____
(Date) (Applicant/Representative Signature)

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

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 labeling the location, dimensions, and distance from property lines of existing and/or proposed:

- Primary building
- Septic tank and drain field area. Only mark an existing septic tank and drain field area if it falls within the vicinity of the proposed septic system.
- 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
- Areas of 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.

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

Property Owner Permission Letter

Date: _____

To: SCDES - Bureau of Regional and Laboratory Services

From: _____ Property Owner

-

Location

Property Address/Nearest Permanent Address: _____

Property Town/City: _____

Property Tax Map #: _____

SUBJECT: Site evaluation for purpose of issuing onsite wastewater (OSWW) permit

I, , property owner for the above listed property, give the local SCDES Staff permission to enter onto my property to evaluate the site for the purpose of issuing an OSWW (septic) permit.

_____

Property Owner's Signature

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SC DEPARTMENT of ENVIRONMENTAL SERVICES

Onsite Wastewater System Application

Bureau of Regional and Laboratory Services

Backhoe Operator Contact

Backhoe pits are required if your property is located above the South Carolina Fall Line. The South Carolina Fall Line separates the Piedmont area from the Coastal Plain. If your property requires backhoe pits, please provide the following information:

Backhoe Operator/Company: _____

Phone: _____

Email: _____

The regional office will contact the backhoe operator in advance to meet on site.

Personal information provided on this form is subject to public scrutiny or release

SC DEPARTMENT *of* ENVIRONMENTAL SERVICES

SITE LOCATION

APPLICANT NAME: _____

SUBDIVISION: _____

LOT #: _____

PROPERTY ADDRESS/NEAREST PERMANENT ADDRESS:

_____

CR-011680 10/21

CUT HERE

SC DEPARTMENT *of* ENVIRONMENTAL SERVICES

SEPTIC SYSTEM

APPLICANT NAME: _____

SUBDIVISION: _____

LOT #: _____

PROPERTY ADDRESS/NEAREST PERMANENT ADDRESS:

_____

CR-011680 10/21

Onsite Wastewater Location Card Instructions

A permit for construction of the onsite wastewater system must be issued by SCDES before beginning construction or moving a manufactured home onto the property.

Location Cards:

- Septic System Card: At the proposed location of the septic system.
- Site Location Card: At the entrance of the property.

Cards must be placed in clear, sealed plastic bags and visibly posted.

You must mark the following items:

- Proposed home, commercial structure, pools, buildings, and any other proposed structures that may influence placement and configuration of the system.
- Any existing and/or proposed wells.
- Proposed plumbing stub out.
- Any existing septic tank and drain field area if it falls within the vicinity of the proposed septic system.

These items must be marked with labeled, wooden landscape stakes or 24" stake flags.

The "footprint" should represent total dimensions and include walkways, flower beds, steps, porches, decks, etc.

- All property lines are to be clearly marked or cut and visibly identifiable. Flagging tape is recommended.

Underbrush, thick vegetation, and other features that may inhibit the site evaluation should be cleared. Clearing should expand at least 150 feet in all directions from the proposed building site.

⚠

FAILURE TO FOLLOW ALL ONSITE WASTEWATER SEPTIC SYSTEM APPLICATION INSTRUCTIONS WILL REQUIRE AN ADDITIONAL $150 RE-APPLICATION FEE AND THE APPLICATION WILL BE PLACED BACK INTO THE QUEUE RESTARTING THE ACTIVATION PROCESS.