Introduction

MassDEP Permit Applications, as well as Instructions & Support Materials, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine Permit Applications and Instructions & Support Materials in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. Permit Applications in this format may not be completed electronically.
1. **What is the purpose of this approval?**

   This approval is necessary to ensure that the disposal of sanitary sewage through the use of a subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

   For a single-family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2), approval for pumping sewage prior to the septic tank is required only from the local approving authority; no MassDEP approval is required for such systems. However, in accordance with 310 CMR 15.229(3), all other types of facilities need MassDEP approval. MassDEP is the local approving authority for state and federal facilities, and reviews applications for pumping sewage prior to septic tanks at these facilities under another permit, BRP WP 63.

   Any individual, business or organization proposing to pump sewage prior to its entrance to a septic tank as part of a Title 5 disposal system pursuant to 310 CMR 15.229(3), but excluding systems designed and approved pursuant to 310 CMR 15.229(1) and (2).

2. **What other requirements should be considered when applying for this approval?**

   Only approval from the local approving authority is required for pumping sewage prior to septic tanks for a single family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2). No MassDEP approval is required for such systems.

   MassDEP is the local approving authority for state and federal facilities. All approvals for pumping sewage prior to a septic tank for state and federal facilities are reviewed under another permit: BRP WP 63.

   Note: This information on additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.

4. **What is the application fee?**

   The application fee is $70.

5. **What is the Primary Permit Location? What is the Reserve Copy Location?**

   **Primary Permit Location:**

   Department of Environmental Protection (2 copies)
   * Regional Office
   Title 5 Permitting Program
   *Find your region: [http://mass.gov/dep/about/region/findyour.htm](http://mass.gov/dep/about/region/findyour.htm)

   There are no Reserve Copy Locations for these permits.

6. **Where can I get a copy of the timelines?**

   The timelines are available on the MassDEP Website: [www.mass.gov/dep/service/online/fees.htm](http://www.mass.gov/dep/service/online/fees.htm)

7. **What is the annual compliance fee?**

   There is no annual compliance fee for this category.
8. **How long is this approval in effect?**

   This approval remains valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the approval.

9. **How can I avoid the most common mistakes made in applying for this approval?**

   a. Review application for completeness to be sure all questions are answered correctly.
   b. Make sure two (2) copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
   c. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. **What are the regulations that apply to this approval? Where can I get copies?**

    These regulations include, but are not limited to:

    a. Title 5 Regulations, 310 CMR 15.000.
    b. Timely Schedule Action and Fee Provisions, 310 CMR 4.00.

    These may be purchased at:

    | State House Bookstore          | State Bookstore         |
    |------|-------------------------|
    | Room 116                   | 436 Dwight Street, Room 102 |
    | Boston, MA 02133         | Springfield, MA 01103-1317 |
    | 617-727-2834               | 413-784-1376             |

    MassDEP Regulations may also be obtained from MassDEP’s website at [http://www.mass.gov/dep](http://www.mass.gov/dep).
The Transmittal Form is completed: http://mass.gov/dep/service/online/trasmfrm.shtml

The application form has been completed. The following information has been provided:

☐ Name and address of applicant/owner.
☐ Location (address) of facility.
☐ Name, address and telephone number of design engineer or sanitarian.
☐ Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.

To submit the application package:

☐ Checklist items have been completed.
☐ Send two (2) copies of the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
* Regional Office
Title 5 Permitting Program
*Find your region: http://mass.gov/dep/about/region/findyour.htm

☐ Send fee of $70 in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211
For a single-family dwelling designed in accordance with the provisions of 310 CMR 15.229(1) and (2), approval for pumping sewage prior to the septic tank is required only from the local approving authority; no DEP approval is required for such systems. However, in accordance with 310 CMR 15.229(3), all other types of facilities need DEP approval. DEP is the local approving authority for state and federal facilities, and reviews applications for pumping sewage prior to septic tanks at these facilities under another permit: BRP WP 63.

A. General Information

1. Applicant:

   Name  
   Street Address  
   City/Town  
   State  
   Zip Code  
   Telephone

2. Facility Address / Location (if different from applicant):

   Address  
   City/Town  
   State  
   Zip Code

3. System Designer Information (Registered Sanitarian [RS] or Professional Engineer [PE] for systems under 2,000 gallons per day; PE for systems 2,000 gallons or more per day):

   Name  
   Company Name  
   Address  
   City/Town  
   State  
   Zip Code  
   Telephone

4. Registration:

   P.E.  
   Sanitarian  
   Registration Number

5. Is the facility served by the system a single-family dwelling?  
   Yes  
   No
A. General Information (cont.)

6. The legal entity which owns or will own this facility is:

- [ ] Individual
- [ ] Federal
- [ ] Municipality
- [ ] State / County
- [ ] Private Partnership
- [ ] Corporation
- [ ] Other (specify):

7. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220.

Are plans and specifications enclosed?  
- [ ] Yes  
- [ ] No

Have the plans been revised?  
- [ ] Yes  
- [ ] No

8. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293?  
- [ ] Yes  
- [ ] No

If no, has a variance been sought?  
- [ ] Yes  
- [ ] No

B. Certification

“I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Applicant’s signature

Print Name

Name of Preparer  Date