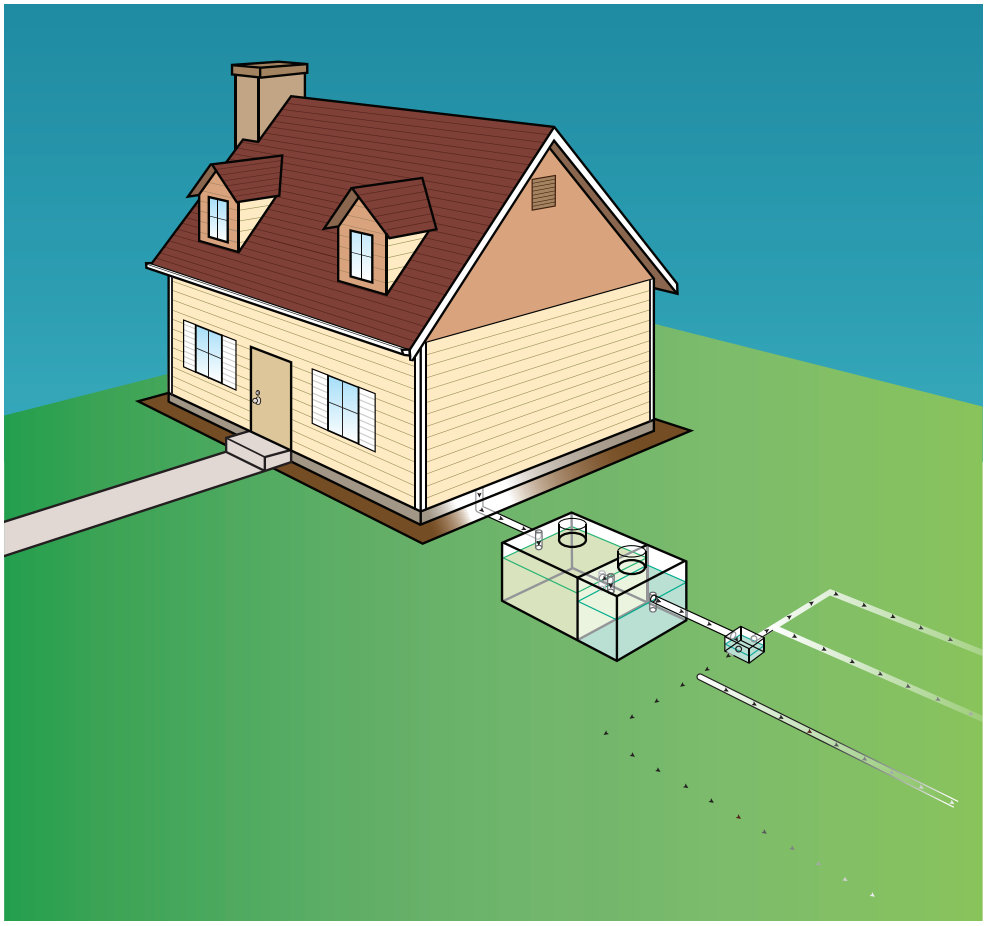
S.C. Department of Health and Environmental Control

Onsite Wastewater (Septic System) Application Packet



Instructions for Submitting Onsite Wastewater Applications

Application:

- Complete the entire document with required information.
- Save as a PDF file.
- 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 DHEC representatives permission to enter the property.
- E-mail all documents to the regional Environmental Affairs office for the county where the property is located.
  - https://www.scdhec.gov/ea-regional-offices
- Once received, office personnel will review all documents for completion. If your application is complete you will be contacted for payment. If it is determined that your application is incomplete, you will be contacted to discuss the missing pertinent information.

Payment:

- Please call the office regarding payment of the application fee.
  - https://www.scdhec.gov/ea-regional-offices
- Debit/credit card payments of $150 plus a $1 convenience fee can be made over the phone.
- Once payment is received, a receipt, and further instructions will be provided via email.

Site Preparation:

(Site and Septic System Location Cards with Instructions on Pages 4 & 5 of the Application.)

- Read and follow the Location Card Instructions.
- Print (on white paper) and post the Site Location Card at the entrance of the property.
- Print (on white paper) and post the Septic Location Card at the proposed location of the system.
- ***CONTACT THE OFFICE WHEN SITE IS READY FOR A SITE VISIT.***

Timeline:

- Sites are evaluated on a first come, first serve basis.
- If there are time constraints, expedited options are available.
  - https://www.scdhec.gov/sites/default/files/Library/CR-012372.pdf
- If you choose an expedited option, please notify the office with the choice of options.
- Please note: Weather conditions may affect processing times as saturated soil conditions will negatively impact soil evaluations.

Permit Issuance:

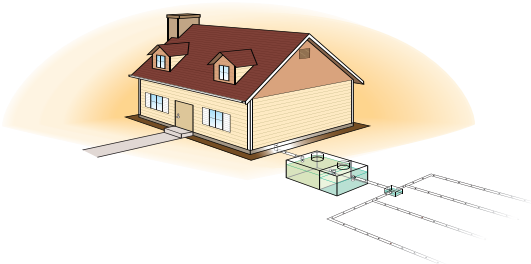
- If the site will support a conventional/alternative septic system, a Permit to Construct will be created and emailed to the applicant. Provide a copy of the Permit to Construct to your septic system installer. A list of licensed installers can be found here:
  - https://sc-dhec.maps.arcgis.com/apps/webappviewer/index.html?id=b1950559a42d4136b5154dced4d90dad
- If it is determined the site will not support a conventional/alternative septic system, a letter providing instructions and additional options will be emailed to the applicant.

Environmental Affairs Regional Offices

County	Main Office	Phone	Fax	Email
Aiken Barnwell Edgefield Saluda	Aiken	(803) 642-1637	(803) 643-4027	BEHS-Aiken-Admin@dhec.sc.gov
Anderson	Anderson	(864) 260-5585	(864) 222-3923	BEHS-Anderson-Admin@dhec.sc.gov
Beaufort Colleton Hampton Jasper	Beaufort	(843) 846-1030	(843) 846-0604	BEHS-Beaufort-Admin@dhec.sc.gov
Berkeley Charleston Dorchester	Charleston	(843) 953-0150	(843) 953-0151	BEHS-Charleston-Admin@dhec.sc.gov
Fairfield Lexington Newberry Richland	Columbia	(803) 896-0620	(803) 896-0617	BEHS-Columbia-Admin@dhec.sc.gov
Chesterfield Darlington Dillon Florence Marion Marlboro	Florence	(843) 661-4825	(843) 661-4858	BEHS-Florence-Admin@dhec.sc.gov
Greenville Pickens	Greenville	(864) 372-3273	(864) 282-4371	BEHS-Greenville-Admin@dhec.sc.gov
Abbeville Laurens McCormick Greenwood	Greenwood	(864) 227-5915	(864) 942-3680	BEHS-Greenwood-Admin@dhec.sc.gov
Horry Georgetown Williamsburg	Horry	(843) 915-8801	(843) 915-6503	BEHS-Conway-Admin@dhec.sc.gov
Chester Lancaster York	Rock Hill	(803) 909-7096	(803) 909-7538	BEHS-RockHill-Admin@dhec.sc.gov
Allendale Bamberg Calhoun Orangeburg	Orangeburg	(803) 533-5490	(803) 268-5784	BEHS-Orangeburg-Admin@dhec.sc.gov
Cherokee Union Spartanburg	Spartanburg	(864) 596-3327	(864) 596-3920	BEHS-Spartanburg-Admin@dhec.sc.gov
Clarendon Kershaw Lee Sumter	Sumter	(803) 778-6548	(803) 934-2938	BEHS-Sumter-Admin@dhec.sc.gov
Oconee	Walhalla	(864) 638-4185	(864) 638-4186	BEHS-Walhalla@dhec.sc.gov

Septic System
Expedited Permitting Options

Onsite wastewater systems applications are processed on a **first come, first serve** basis from the date that you activate your application. You may expedite your application using any of these options:



Option 1 - (1-5 Business Days from the date of activation)

Applicant may hire both a Professional Soil Classifier and Licensed Professional Engineer to evaluate their site and design a system standard under Regulation 61-56. Visit www.llr.sc.gov/soil/PDF/SoilRoster.pdf to find a Professional Soil Classifier and Licensed Professional Engineer.

Option 2 - (5 - 10 Business Days from the date of activation)

Applicant may hire a Professional Soil Classifier to conduct a soil evaluation on their site. The applicant will then submit an application and a certified soil report from the Professional Soil Classifier. The Professional Soil Classifier will also need to complete DHEC form 3269 - Soil Report Verification which should be submitted with the application. This form can be obtained from your local Environmental Affairs office.

Option 3 - (By Appointment)

Applicant may supply backhoe pits at the time of initial visit in areas where pits are requested frequently. The applicant should schedule a time with an OSWW inspector for test pit evaluation.

Please:note: Weather conditions may affect processing times for **Option 2** and **Option 3** as saturated soil conditions will negatively impact soil evaluations.

dhec
S.C. Department of Health and Environmental Control

Application #:

Onsite Wastewater System Application

Bureau of Environmental Health Services

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

Columbia (City/Town) SC (State) 29200 (Zip Code) johndoe@gmail.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 Water: **Well:** ☐ Public ☐ Private ☐ Existing ☑ Proposed **Public Sewer Accessible:** ☐

If residential establishment, answer following:

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

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)

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. Contact the regional EA office to activate your application when the lot has been staked, house site located, and lot posted. 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 and that I must confirm property preparation to activate the application. 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 DHEC 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 activation/evaluation by DHEC on 05/25/2020 (Date).

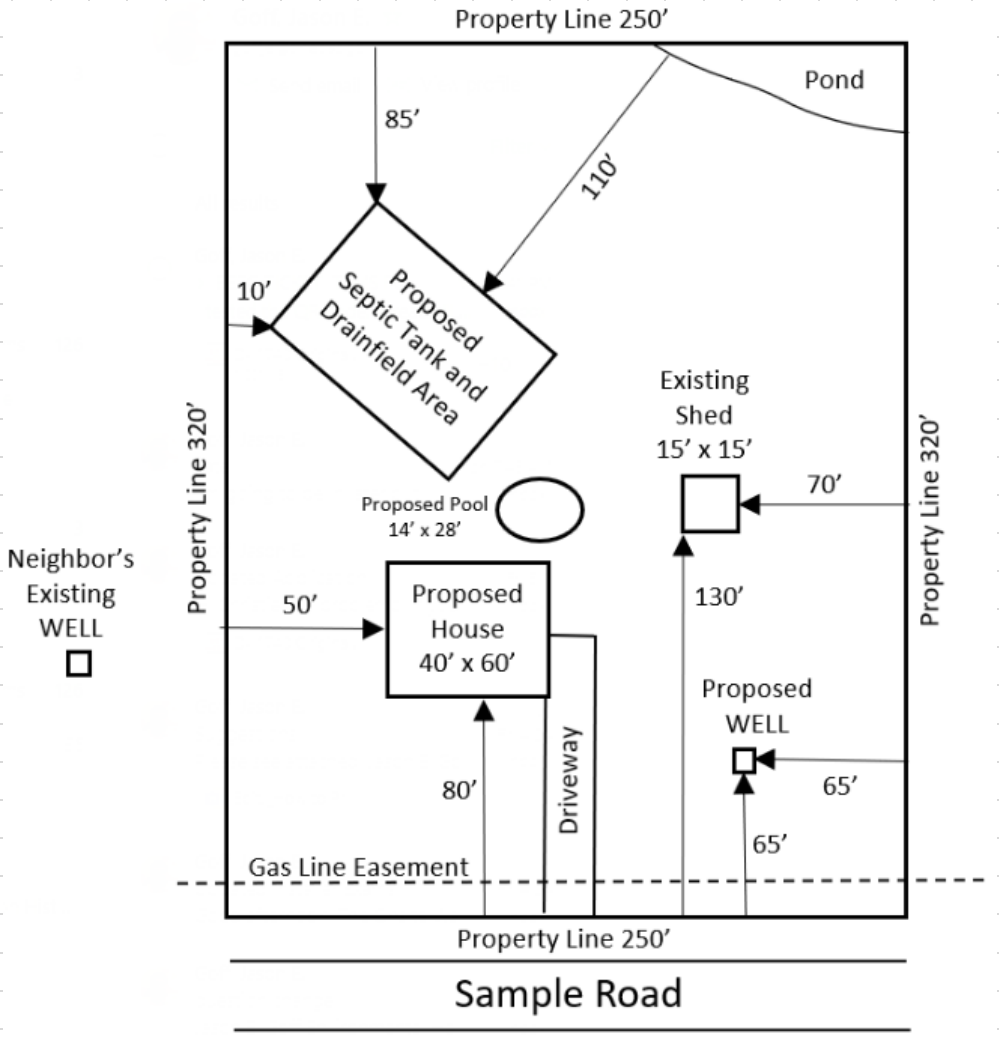
05/20/2020 (Date) John Doe (Applicant/Representative Signature)

Example

Onsite Wastewater System Application

Bureau of Environmental Health 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.

☐ **Check here if the sketch is attached on a separate sheet or on the plat instead of this application.**

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

- Primary building
- Septic tank and drain field area
- 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

Example

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.

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

Onsite Wastewater System Application

Bureau of Environmental Health Services

Property Owner Permission Letter

Date: 5/19/2020

To: DHEC - Bureau of Environmental Health Services

From: Jane Doe - Property Owner

Location

Property 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 DHEC 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

Application #:

Onsite Wastewater System Application

Bureau of Environmental Health Services

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

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

Phone No.: _____ Alternate Phone No.: _____
☐ Mobile ☐ Home ☐ Work ☐ 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 Water: ☐ **Well:** ☐ Public ☐ Private ☐ Existing ☐ Proposed **Public Sewer Accessible:** ☐

If residential establishment, answer following:

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

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)

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. Contact the regional EA office to activate your application when the lot has been staked, house site located, and lot posted. 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 and that I must confirm property preparation to activate the application. 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 DHEC 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 activation/evaluation by DHEC on _____ .
(Date)

_____ _____
(Date) (Applicant/Representative Signature)

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

Onsite Wastewater System Application

Bureau of Environmental Health 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.

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

- Primary building
- Septic tank and drain field area
- 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.

Onsite Wastewater System Application

Bureau of Environmental Health Services

Property Owner Permission Letter

Date: _____

To: DHEC - Bureau of Environmental Health Services

From: _____ - Property Owner

Location

Property 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 DHEC Staff permission to enter onto my property to evaluate the site for the purpose of issuing an OSWW (septic) permit.

_____

Property Owner's Signature

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

S.C. Department of Health and Environmental Control

SEPTIC SYSTEM

APPLICANT NAME: _____

SUBDIVISION: _____

ADDRESS/LOT #: _____

SEE PAGE 5 FOR INSTRUCTIONS

CUT HERE

S.C. Department of Health and Environmental Control

SITE LOCATION

APPLICANT NAME: _____

SUBDIVISION: _____

ADDRESS/LOT #: _____

SEE PAGE 5 FOR INSTRUCTIONS

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

Instructions for Location Cards

Septic System location card should be placed in a clear, sealed plastic bag and posted at the proposed location of the septic system.
Site Location card should be placed in a clear, sealed bag and posted at the entrance of the property.

- All property 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, 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.
- You may be required to clear underbrush, thick vegetation, or eliminate features that inhibit site evaluation. This degree of clearing should expand at least 150 feet in all directions from the proposed building site.

A permit for construction of the onsite wastewater system must be issued by DHEC before beginning any construction or moving of a mobile home onto this property.

FAILURE TO FOLLOW THE ABOVE INSTRUCTIONS WILL CAUSE DELAY IN PROCESSING

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