
ENVIRONMENTAL Fact Sheet



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Permitting of Installers and Designers of Subsurface Sewage Disposal Systems

Permit Required

A wastewater disposal system is required for any structure to which a water supply is connected. Subsurface sewage disposal systems must be designed and installed by an individual holding a valid permit issued by the New Hampshire Department of Environmental Services

(NHDES), Subsurface Systems Bureau. All test pit data must be logged by or under the supervision of a permitted designer. Additionally, applications for repair or replacement of an existing subsurface sewage disposal system must be submitted and installed by a permit holder as well.

The only exception to these requirements is that a homeowner install or repair and replace a subsurface sewage disposal system after obtaining the proper approvals for their own primary domicile. Domicile being defined as "that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning. An individual might have more than one residence, but has only one domicile. Accordingly, an owner may only install a replacement system and may not install the system at a property he or she intends to make their future domicile. A person's domicile is considered to be at the address listed on his or her driver's license and/or where he or she is registered to vote, if a system is installed under this exemption documentation proving that the site is the owners primary domicile at the time of inspection.

Exams

An installer or designer permit is issued upon successful completion of the appropriate examination. Examinations are administered two times a year, with the major testing taking place in the spring and fall. Re-examinations are scheduled following the main testing.

One way to obtain training prior to taking the test is to apprentice under a licensed designer or installer

The designer's examination consists of written sections and a field exam for soil interpretation. All sections of the exam must be successfully completed within one year. For installers, there is a written examination only. The examinations are intended to ensure that designers and installers can design and install appropriate systems for a variety of site and use conditions.

Permit Renewal

Installer and designer permits are valid for a two-year period from January 1 to December 31 of the following year. Permits are renewable upon proper application, payment of a biennial fee

of \$80, and compliance with the continuing education requirement. Within the two-year renewal period, permitted designers and installers must complete a minimum of six credit hours of continuing education approved by NHDES.

A permitted designer/installer who fails to file a complete application for renewal with the department prior to the expiration of the permit shall pay an additional late renewal fee of \$80, provided documentation is filed with the department within 30 days of the permit expiration deemed suspended. Applicants may request reinstatement by submitting a complete renewal application, the \$80 permit fee, the \$80 late fee, an \$80 reinstatement fee and documentation that the required continued education requirements have been fulfilled.

Permits of applicants that do not request reinstatement by April 1 shall be deemed void. Any individual whose permit has become void who wishes to obtain a designer's or installer's permit must apply for a new permit pursuant to RSA 485-A:35, I, subparagraph (a); which includes successfully retaking the appropriate examination in order to have the permit reinstated.

For Further Information

For more information regarding the permitting of installers and designers of subsurface sewage disposal systems, contact NHDES Subsurface Systems Bureau at (603) 271-3501, or 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095.