

## **Electronic Submittal Guidelines for Online Permitting (ePermit)**

### **Land Resources Management Subsurface Systems Bureau**

The Department of Environmental Services (NHDES) Subsurface Systems Bureau strongly encourages the use of its online permitting software called ePermit. This software allows NHDES permitted designers and installers and New Hampshire licensed land surveyors to apply for, manage, and pay for permits for individual sewage disposal system (ISDS) construction approvals, replacements, modifications, installation inspection requests, and subdivision approvals.

Paper applications for septic system and subdivision approvals are still accepted by NHDES. However, the benefits of ePermit to designers and installers include the reduced need for printing/plotting, mailing, and leaving telephone messages for inspection requests.

#### **Electronic Submittals through ePermit must include:**

*For subdivision of land applications:* A complete online application, including supporting documentation as necessary, uploaded project plans with a surveyor stamp, uploaded test pit information with a designer stamp and the applicable fee.

*For individual sewage disposal system applications (ISDS) including replacement in kind:* A complete online application including supporting documentation as necessary, uploaded project plans with a designer stamp and the applicable fee. Municipal approval of plans (if required by RSA 485- A:32, II) must also be demonstrated by uploading a separate document.

An electronic application will not be scheduled for technical review until the application is submitted and accepted by NHDES.

#### **Inspection Requests using Online Permitting:**

For inspection requests: All that is needed is the construction approval number. Once logged on, the database will have the installer's information. Once the construction approval number is entered, the database will provide the site-specific information required for the NHDES inspector to perform an inspection. Once that information is confirmed, the installer will only need to click in the "Request" button to complete the inspection request. For repair or replacement in-kind: at the time of inspection, the installer will also need to provide a copy of the existing conditions plan, including dimensions and final contours and bearing the permitted Designer stamp.

#### **Software, Hardware, and Uploading Requirements:**

ePermitting is supported on several browsers.

Photographs must be in a .jpg, .gif, or .pdf file format. All other supporting documents must be in a ".pdf" format. Diagrams/drawings of each ISDS system or subdivision plans shall be in one single continuous .pdf document per application. Limit document size to 15 MB; please attempt to keep a document's electronic size as small as possible to facilitate electronic correspondence. If a single set of plans is greater than 15 MB (for example, large subdivision applications), the plan sets may be divided into multiple pdf documents no more than 15 MB each. Do not upload plan pages as separate

documents. Only upload those plan sheets that are necessary for the construction or subdivision approval (in other words, do not upload lighting plans, landscape plans, grading plans, etc.).

Prior to submitting an electronic document review the following:

- Document size.
- Pages should be horizontally aligned.