

Ohio EPA Policy	<b>Permits to Install; Procedures for Submittal of Plans for Public Sewage Treatment Systems</b>	
DSW-0200.001  <b>Removed</b>	Statutory reference: Rule reference:	Ohio EPA, Division of Surface Water Revision 0, August 1, 1988 Removed, April 30, 2003
<b>THIS POLICY DOES NOT HAVE THE FORCE OF LAW</b> Pursuant to Section 3745.30 of the Revised Code, this policy was reviewed and removed.		

This policy does not meet the definition of policy contained in Section 3745.30 of the Ohio Revised Code. Ohio EPA is removing this document from the Division of Surface Water Policy Manual and is considering addressing this topic in a future rulemaking.

**For more information contact:**

Ohio EPA, Division of Surface Water  
Permits & Compliance Section  
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# THIS POLICY DOES NOT HAVE THE FORCE OF LAW

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## Permits to Install; Procedures for Submittal of Plans for Public Sewage Treatment Systems

ATTACHMENTS: 2 (7 pgs.)

PURPOSE: To develop guidelines for submittal of permit to install applications, plans, and data sheets for proposed wastewater facilities.

BACKGROUND: This policy has been developed based on past requirements developed for submittal of public plan approvals.

POLICY: Prior to construction, detail plan approval of the sewage treatment system must be obtained from the director of the Ohio Environmental Protection Agency. Such approval is also required for all collection, treatment, and disposal of all other liquid, semi-liquid, and sludge wastes. The system must be designed and the plans stamped by a registered professional engineer. The professional engineer experienced in preparation of detailed plans for the size of system needed and familiar with Ohio EPA guidelines be obtained. Sewage treatment systems with a capacity of under 100,000 gallons per day should be designed in accordance with Sewage Collection, Treatment, and Disposal (Section 5.01) and systems with a capacity of over 100,000 gallons per day should be designed in accordance with Recommended Standards for Sewage Works, 1978, Great Lakes and Upper Mississippi River Board of State Sanitary Engineers.

The district office's site inspection response letter should be reviewed by the engineer prior to design of the system. The letter will outline specific recommendations on the type of system and will include any special approval conditions and site restrictions. It should be noted that the recommendations of the site inspection response letter are valid for only one year from the date of the letter provided site conditions do not change.

If the plans are properly prepared and in general conformance with Ohio EPA design guidelines, review in the district office should be accomplished within thirty days and the submittal sent to the director for final action. Assuming there are non-local objections to the project, final approval can be expected about four to six weeks following the date plans were sent out of the district office. Construction of the wastewater system cannot start until that final approval is received from director.

PROCEDURE: Submission of Detail Plans

Before any review of the plans can be initiated, all applicable fees, the required form (completely filled out), and letter must be received by the district office. The submittal package must contain:

- A. The appropriate fees.
- B. Two copies of the permit to install application (Ohio EPA Form

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3150) and the application for approval of plans (Ohio EPA Form 4460).

- C. Data sheets.
- D. Two copies of the installation and operation agreement (for privately owned treatment systems).
- E. Four complete sets of the detailed plans.

Instruction for Completion of the Submittal's Components

- A. Appropriate fees.

An application fee of \$15 and a review fee of \$100 plus 0.2 percent of the estimated construction cost of the project must be submitted in the form of a check made payable to "Treasurer, State of Ohio." The total maximum fee is \$5,000. The application and review fees are non-refundable. An additional fee based upon the ultimate design flow will be billed when the permit to install is issued.

- B. Permit to install or plan approval application (Ohio EPA Form 4309), copy attached.

Complete all applicable blanks and questions and sign in the indicated area. Indicate N/A where appropriate.

- C. Data sheets (where applicable).

Complete and sign the appropriate data sheets listed below.

1. sanitary sewer data sheets
2. pump station data sheets
3. wastewater facility data sheets for on-site dissipation (short form)
4. wastewater facility data sheets for extended aeration treatment facilities (long form)

- D. Installation and operation agreement

Complete and sign in the appropriate area.

- E. Detail plans

Detail plans must be submitted on twenty-four inches by thirty-six inches engineering paper with a one inch margin and complete title blocks. The plans must have the name of the engineering preparing the plans and a professional engineer stamp. All drawings must be of sufficient quality for microfilming.

1. Detail construction drawings

Four sets of detail plans of the complete waste treatment system must be submitted. The name and type of building or project, as well as the owner's name and address, must be indicated. Indicate the political subdivision, township, county, and/or municipality. For projects that are not privately owned, the local sewer

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authority's signature is necessary. Plans must show cross sections and plan and profile views of all the unit processes within the treatment system and their capacities. All views should be drawn to scale and clearly labeled.

The plans must include dimensions and relative elevations of structures, the location and outline of equipment, the location, size, and ASTM designation of piping and joints. A hydraulic profile of the water through the unit processes must be included that indicates points of chemical addition, control instrumentation, alarm levels, and monitoring equipment. Model numbers and manufacturer names need to be included. The ultimate method of disposal of sludge must be shown. Also to be shown are: stand-by equipment, the number of each component, their capacity, location, size, and intended operation.

2. Site Plan

A site plan showing adjacent properties, storage areas, contours, existing and final grades and drainage courses, property lines, existing and proposed buildings, parking areas, drives, elevations, location of proposed and existing treatment facilities, and all sewers that will collect and transport wastewater must be shown. City sanitary, storm sewers, and water lines (and/or locations of water wells) including manholes and pump stations must be shown. Location of entry to the public sewer must be shown. Show isolation distances from water wells and property lines. Include a north arrow.

3. Vicinity Map

A vicinity map showing surrounding roadways, railroad tracks, and major water courses must be included.

DSW-0200.001 ATTACHMENT 1

OHIO ENVIRONMENTAL PROTECTION AGENCY  
Division of Surface Water  
Application for Permit to Install of Plan Approval

   New Source Treatment Works  
(includes Septic Systems)

For Office Use Only

   Modification of existing  
Wastewater Treatment Works

PTI Application No. \_\_\_\_\_  
Date Received \_\_\_\_\_

   Pretreatment Only

PAID

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

   Sludge Management Plan

Check # \_\_\_\_\_ Date \_\_\_\_\_

   Other (Sewers, Pump Stations, etc.)

1. a) Owner/Responsible Official \_\_\_\_\_  
b) Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
c) Name of Project/Facility \_\_\_\_\_  
d) Project/Facility Location Description (List street/road address,  
township, county) if possible) \_\_\_\_\_  
\_\_\_\_\_  
e) Receiving Stream or Treatment Works to Receive Wastewaters \_\_\_\_\_  
f) Person to Contact: Name: \_\_\_\_\_  
Title \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
g) Operator of facility \_\_\_\_\_
2. a) Reason for project: \_\_\_\_\_  
\_\_\_\_\_  
b) Is this facility regulated under an effective NPDES Permit? YES NO PERMIT N°  
  \_\_\_\_\_  
\*Is this application filed in compliance Ohio EPA Findings & Orders or a Consent Order? YES NO DATE  
  \_\_\_\_\_
3. a) Designed by: \_\_\_\_\_  
b) Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
4. Project Costs: \$ \_\_\_\_\_ (\_\_\_\_ estimated \_\_\_\_\_ bid \_\_\_\_\_ invoiced)  
(Amount) (Check one)
5. Estimated schedule  
a) Construction: begin \_\_\_\_\_ complete \_\_\_\_\_  
b) Operation: start \_\_\_\_\_ compliance \_\_\_\_\_

\*If the answer is yes, fill in the effective date of the Finding & Orders.

**DSW-0200.001 ATTACHMENT 1 (CONT.)**

Form 4309

6. a) This new system has been designed for \_\_\_\_\_ MGD average flow.  
 b) This existing system has been modified for additional \_\_\_\_\_ MGD average flow.

7. Design performance criteria (use attachment if necessary)

PARAMETER	UNITS	30-DAY AVERAGE	7-DAY AVERAGE	MAXIMUM

8. Facility type: \_\_\_\_\_ new \_\_\_\_\_ modify \_\_\_\_\_ replace
- a. \_\_\_\_\_ Pretreatment
  - b. \_\_\_\_\_ Industrial direct discharger
  - c. \_\_\_\_\_ Livestock Management Plan
  - d. \_\_\_\_\_ Public
    - \_\_\_\_\_ Treatment Works
    - \_\_\_\_\_ Sanitary sewers
    - \_\_\_\_\_ Pump station
    - \_\_\_\_\_ Land application of sludge (plan approval only)
  - e. \_\_\_\_\_ Semi-public, private or commercial
9. Plan submitted should include (to be attached to the application)
- a. \_\_\_\_\_ Detail Plans (4 sets; consult with appropriate District Office)
    - \_\_\_\_\_ Construction Drawings
    - \_\_\_\_\_ Specifications
    - \_\_\_\_\_ Site Plan
    - \_\_\_\_\_ Vicinity Map
    - \_\_\_\_\_ Schematic diagrams
  - b. \_\_\_\_\_ Data Sheets (as appropriate)
    - \_\_\_\_\_ Sanitary Sewer Data Sheet (sanitary sewers only)
    - \_\_\_\_\_ Pump Station Data Sheet (pump stations)
    - \_\_\_\_\_ Appendix G (long or short as appropriate)
    - \_\_\_\_\_ Wastewater Treatment Works-General Info (EPA Form 8003)



**DSW-0200.01 ATTACHMENT 1 (CONT.)**

12. A permit to install issuance fee will be invoiced upon final issuance of the permit in accordance with the following schedule and due within 15 days of effective date.

<u>Design Flow Discharge</u> (gallons per day)	<u>Fee</u>
Less than 1,000	\$ 50
1,001 to 5,000	\$100
5,001 to 50,000	\$200
50,001 to 100,000	\$300
100,001 to 300,000	\$525
Over 300,00	\$750

PTI Issuance Fees payable to "Treasurer, State of Ohio," through the Ohio EPA Central Office at the following address:

Ohio Environmental Protection Agency  
Division of Finance/Permit Bookkeeping  
P.O. Box 1049  
Columbus, Ohio 43216-1049

The following information must be submitted on a separate piece of paper and attached to this application. Indicate "N/A: for non-applicable information.

- A. Describe the product or service to be provided by the applicant along with a description of the proposed source/facility (i.e., the number of homes to be serviced, the number of employees, an existing electroplater subject to 40 CFR 413 Subpart \_\_\_\_\_ and produces \_\_\_\_\_).
- B. List the name and quantity of all materials and chemicals (solid, liquid, or gaseous) that will be used or produced by the source/facility (industrial facilities only).
- C. State the reason for the application. Is this a new installation, modification to an existing source/facility, reconstruction of an existing source/facility, or start-up of a source/facility that has been permanently shut down for (state number of years)
- D. Has a previous Ohio EPA PTI or plan review application or plan submission been filed for this source/facility? If so, state the date and type of the application previously submitted.
- E. Will the proposed source/facility comply with all rules, laws, and regulations of Ohio EPA and U.S. EPA?
- F. State the anticipated quality (concentration and loads) of all types of wastewater pollutants to be discharged by the facility.
- G. State the anticipated quality (concentration and loads) of all types of wastewater pollutants to be discharged by the facility.
- H. If wastewater is to be discharged to a surface water, state the anticipated concentration (mg/l) and loading (lbs/day) of pollutants in the discharge, and the effect this discharge will have on the surface water under critical conditions. List any NPDES permits or indicate if an application has been filed.

**DSW-0200.001 ATTACHMENT 1 (CONT.)**

- I. If wastewater is to be discharged to a surface water, state the anticipated concentration (mg/l) and loading (lbs/day) of pollutants in the discharge, and the effect this discharge will have on the surface water under critical conditions. List any NPDES permits or indicate if an application has been filed.
- J. If wastewater is to be discharged to a sewerage system, what will be the effect on the sewerage system and wastewater treatment system.
- K. Describe any monitoring equipment to be installed at the facility.
- L. Will the proposed source conform with area-wide waste management plans for wastewater treatment?

**DSW-0200.001 ATTACHMENT 2**

PERMIT TO INSTALL OR PLAN APPROVAL  
GENERAL INSTRUCTIONS

A Permit to Install (PTI) is required for new or modified sources of pollution under the provisions of Ohio Administration Code (OAC) Rule 3745-31. An application cannot be considered complete unless all applicable questions are answered and the required information has been submitted. This application must be signed in accordance with OAC Rule 3745-31-04(B) or it cannot be accepted. In accordance with OAC 3745-31-02(A), an application for a PTI a disposal systems [as defined in YORK 6111.01(G)] shall include plans for the disposal system, and issuance of a PTI shall constitute approval of plans per YORK 6111.44 and 6111.45.

Revised Code 3745.11(G) requires an application fee of \$15.00. Revised Code 3745.11(C) requires a plan review fee of \$100.00 plus 0.2% of the estimated construction cost of the project must be submitted in the form of a check made payable to the "Treasurer, State of Ohio". The total maximum fee is \$,5015. The application and plan review fees are non-refundable and due at the time of application. Applicants for permits involving wastewater treatment facilities will be required to pay a permit to install fee as required by Section 3745.11(C) of the Ohio Revised Code. This fee is payable 15 days after the date of final issuance of the permit.

Before any review of plans can be initiated, all applicable fees, required forms (completely filled out), and letters must be received by the appropriate District Office. The submittal package must contain:

- I. The appropriate fees.
- II. Two copies of the PTI application (Ohio EPA form 4309).
- III. Items required by the detailed instructions (attached) i.e., approval letters, detail plans, engineering reports, etc.

PTI Application Ohio EPA Form 4039 (wastewater): Complete all applicable blanks, questions A-L and sign in the indicated area. Indicate N/A where appropriate. Ohio EPA Form 3150 is also available for combined PTI applications.

Applications for both PTI's and plan approvals shall be signed in accordance with YORK 3745:

- 1) In the case of a corporation, by a principal executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility;
- 2) In the case of a partnership, by a general partner;
- 3) In the case of sole proprietorship, by the proprietor; and
- 4) In the case of a municipal, state, federal or other governmental facility, by the principal executive officer, the ranking elected official, or other duly authorized employee.

In the case of plan approval for the land application of sludge, the application shall be signed by either the president, vice-president, or highest ranking corporate officer with offices located in the state, or the owner of the entity planning to apply the sludge. In case of a publicly owned treatment plan, the application shall be signed by the highest elected official of the municipality from which the sludge is generated.

**DSW-0200.001 ATTACHMENT 2 (CONT.)**

The signatures shall constitute personal affirmation that all statements or assertions of fact made in the application are true and complete, comply fully with applicable state requirements, and shall subject the signatory to liability under applicable state laws forbidding false or misleading statements.