

Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule

Disposal System Components	Fee	State Share (25%)	DEP Surcharge
1. Complete Non-Engineered System	\$250.00	\$62.50	\$15.00
2. Primitive / Limited System (graywater & alt toilet)	\$100.00	\$25.00	\$15.00
3. Alternative Toilet	\$50.00	\$12.50	NA
4. Non-Engineered Treatment Tank	\$150.00	\$37.50	NA
5. Holding Tank	\$100.00	\$25.00	\$15.00
6. Non-Engineered Disposal Field	\$150.00	\$37.50	NA
7. Separated Laundry System	\$35.00	\$8.75	\$15.00
8. Complete Engineered System	\$200.00	\$50.00	NA
9. Engineered Treatment Tank (only)	\$80.00	\$20.00	NA
10. Engineered Disposal Field (only)	\$150.00	\$37.50	NA
11. Pre-Treatment	NA	NA	NA
12. Miscellaneous Components	\$30.00	\$7.50	NA
First-Time System Variances	\$20.00	\$5.00 *	NA
Replacement System Variances	NA	NA	NA
Seasonal Conversion Permit	\$50.00	\$12.50	NA

Internal Plumbing Permits

Minimum fee, includes up to 4 fixtures/hook-ups	\$40.00	\$10.00
Individual fixtures, each, over 4	\$10.00	\$2.50
Mobile or Modular Home – factory components	\$40.00	\$10.00
Hook up to public sewer	\$10.00	\$2.50
Hook up to existing subsurface system	\$10.00	\$2.50
Piping relocation with no new fixtures	\$10.00	\$2.50
Permit transfer	\$10.00	\$2.50

* The State only receives a 25% share of variance fees for *first-time system variances requiring state and local plumbing inspector approval.*

Plumbing/Subsurface Wastewater Permits – Payments to State SSWW Program

Tips and Reminders

1. **Please try to submit your permits to us on a monthly schedule – or at least quarterly.** This will better ensure accuracy on both ends and make it easier for us to identify issues that might arise from our reconciliation of permits and fees.
2. **All plumbing and subsurface wastewater permit submittals received in our office must be accompanied by appropriate payment of the State’s 25% share of fees collected.** Likewise, checks for the State’s 25% share of permit fees must be accompanied by copies of the corresponding permits. Checks received without corresponding permits, or permits received without accompanying payment (if payment is due), will be returned to the originating municipal office immediately.

We understand that there will be occasions when this is not possible. In these instances, please contact our office to make us aware of the situation. These exceptions will be granted on a case-by-case basis.

Municipalities have the option of submitting copies of permits electronically. Scanned copies of permits can be emailed to our office, with remittance to follow (sent via USPS). Municipalities that wish to take advantage of this option should contact our office to establish a procedure that meets the Town or City’s needs as well as our requirements. We will not accept emailed permits without a prior understanding.

3. **Some municipalities include a summary of their submission, listing permits and fees.** This is not required; however, if you do choose to enclose a summary, we ask that...
 - a. Permit numbers are noted *as they appear on the permit documents*;
 - b. Each permit in the listing is noted to indicate Internal (plumbing) or External (subsurface wastewater), and
 - c. Full standard State fees are indicated.
4. **Please be sure permits are complete, accurate, and legible.**
 - a. Signatures from both the issuing LPI and the property owner/applicant are required; unsigned permits will be considered INVALID and will be returned to the issuing Town office.
 - b. All fields on a permit should be addressed. If a field or question on a permit is not relevant to the work being described, it should be so noted ('NA').

Remember: these are also legacy documents intended, in part, to serve as an accurate record of fees and property improvements.

5. **When correcting permits, please do not cross-out, scribble-out, or over-write notations.** Instead, use a white correction product to make these adjustments.
6. In the event an **updated permit** is submitted with no additional fee, please remember to note “REVISED” clearly on the permit.

7. **The water quality surcharge** (a.k.a. DEP fee/surcharge) is a \$15.00 fee over and above the fee charged for a permit. It should be applied to all *non-engineered systems* (line items 1, 2, 5, and 7 on the SSWW permit application). The water quality surcharge is not applicable to any of the other disposal system components. (The entire amount of the surcharge is remitted to the State; it is not figured into the State's 25% share of permit fees.)

Permit fees and water quality surcharges must be remitted on separate checks. They can be mailed together in one envelope, and we will forward the water quality surcharges along to the appropriate agency.
8. **All payments should originate from the issuing municipality.** Do not forward personal checks from LPs, private property owners or applicants.
9. **Variance fees** should only be factored-in to the State's 25% share for *first time systems requiring State approval*; the State does not receive a share of fees collected for replacement system variances.
10. Municipalities are not required to report **double fees** as part of the State's share. Also, municipalities are not required to report **additional fees applied per local rule or ordinance**. Only standard minimum fees should be reported. Revenues over and above the State's 25% share of standard fees may be kept by the municipality.
11. **While municipalities do have the latitude to waive their portion of permit fees**, such as for work done at municipal or non-profit facilities, the State is still due 25% of the value of the permit as determined by the approved fee schedule.
12. **Permit transfers should be presented separately from the original permit**, with only a \$10.00 fee (State share \$2.50). No additional fixtures should be noted on a permit transfer.
13. **Receipts for permit fee remittances are automatically sent to municipalities that provide at least one valid email address.** Paper receipts for permit submittals will only be provided when specifically requested.

14. **Contact information, mailing addresses, etc.:**

- For any questions regarding plumbing/SSWW permit fees, please contact the Subsurface Wastewater Program – email subsurface.wastewater@maine.gov or phone (207) 287-2070.
- Checks for permit fees should be **mailed to:**

Maine DHHS/CDC
Division of Environmental and Community Health
286 Water Street, 3rd Floor
11 State House Station
Augusta, ME 04333-0011

(Checks should be made **payable to Treasurer, State of Maine**)

Online:

- Subsurface Wastewater Program:
<https://www.maine.gov/dhhs/mecdc/environmental-health/plumb/index.htm>
- Drinking Water Program: www.medwp.com
- DWP on Facebook: <https://www.facebook.com/MaineCDCDWP/>