

**Preparing  
Subsurface Wastewater  
and Plumbing  
Permit Applications  
for Submittal**



**Maine Department of Health and Human Services**  
Maine CDC - Drinking Water Program

## Permits...

### ...are required for

- the installation of plumbing into a building; and
- the installation of a subsurface waste water disposal system or components

### ...are valid for work that is begun within 24 months after the permit is issued.

"It shall be unlawful for a person, firm, or corporation to make an installation, alteration, repair, replacement, or remodel a plumbing system... or to cause the same to be done without first obtaining a separate plumbing permit for each separate building or structure."  
*Uniform Plumbing Code, 2015– 104.1*

"Work must not be started until the LPI has issued a disposal system permit for the work. Installing a new, expanded, or replacement subsurface wastewater disposal system, or any individual components, requires a permit..."  
*State of Maine Subsurface Wastewater Disposal Rules– Section 3, A-1*



Per both the *Uniform Plumbing Code* and the *State of Maine Subsurface Wastewater Disposal Rules*, **permits are required for**

- the installation of plumbing into a building; and
- the installation of a subsurface wastewater disposal system or components

Permits are valid for work that has commenced within two years of the date of issuance.

### Exceptions...

- All pipes, equipment or material used exclusively for manufacturing or industrial processes;
- The installation or alteration of automatic sprinkler systems used for fire protection and standpipes connected to automatic sprinkler systems or overhead;
- Building drains outside the foundation wall or structure;
- The replacement of fixtures with similar fixtures at the same location without any alteration of pipes;
- The sealing of leaks within an existing line.



### Exceptions to the permit requirement:

- All pipes, equipment or material used exclusively for manufacturing or industrial processes;
- The installation or alteration of automatic sprinkler systems used for fire protection and standpipes connected to automatic sprinkler systems or overhead;
- Building drains outside the foundation wall or structure;
- The replacement of fixtures with similar fixtures at the same location without any alteration of pipes;
- The sealing of leaks within an existing line.

**Municipal Office Staff...**

**Review permits to make sure they are ready for submittal:**


- Complete
- Accurate
- Legible



### **Municipal Office Staff**

**Ensure permits are complete, accurate, and legible.** Remember: these are public documents intended, in part, to serve as an accurate record of fees and property improvements.

Plumbing and SSWW permits should also be viewed as legal documents – each is a covenant between the property owner and the Town – so it is important that, aside from being a true representation of work being done, they are **signed by both the applicant** (the property owner or an authorized agent) **and the LPI** (acting as an agent for the municipality).



PLUMBING APPLICATION				Maine DDES/CDC - Division of Environmental & Community Health			
PROPERTY ADDRESS				ISSUING MUNICIPAL OFFICE			
City, Town, or Plantation				Town/City			
Street/Subdivision Lot #				Permit #		Total Fee \$	
PROPERTY OWNER INFORMATION				Date Issued		Double Fee	
Name (Last, First)				Local Plumbing Inspector Signature		License #	
Applicant Name (Last, First)				Fees		State \$ Local \$	
OWNER/APPLICANT MAILING ADDRESS				LOCATION		Map # Lot #	
Street				Internal plumbing fixtures and piping may not be installed until a permit is issued by the Local Plumbing Inspector. The permit authorizes the owner or installer to install the plumbing system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.			
City							
State							
Zip Code							
OWNER/APPLICANT STATEMENT				CAUTION: INSPECTION REQUIRED			
I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Local Plumbing Inspector(s) to deny a permit.				I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.			
Signature of Owner/Applicant				Date		LPI Signature	
Copy: Property Owner <input type="checkbox"/> Town <input type="checkbox"/> State <input type="checkbox"/>						Date (Month-Day)	
						Date (Final)	
PERMIT INFORMATION							
This application is for:		Type of structure to be served:		Plumbing to be installed by:			
New Plumbing <input type="checkbox"/>		Single Family Residence <input type="checkbox"/>		Master Plumber <input type="checkbox"/> License #			
Relocated Plumbing <input type="checkbox"/>		Modular or Mobile Home <input type="checkbox"/>		Oil Burner Installer <input type="checkbox"/> License #			
		Multiple Family Dwelling <input type="checkbox"/>		MEI Housing Rep. <input type="checkbox"/> License #			
		Other (specify below) <input type="checkbox"/>		Public Utility Rep. <input type="checkbox"/> License #			
				Property Owner <input type="checkbox"/>			
Column 1 - Hook-Up & Relocation		Column 2 - Fixtures		Column 3 - Fixtures		State of Maine	
Maximum 1 Hook-Up		Type of Fixture		Type of Fixture		Department of Health and Human Services	
Hook-Up (a) <input type="checkbox"/>		Hearth/Stove		Bathtub (and Shower)		Center for Disease Control and Prevention	
Hook-up to public sewer in those cases where the connection is not required and inspected by the local sanitary district.		Floor Drain		Shower (Separate)		Environmental & Community Health -	
		Urinal		Sink		Subsurface Wastewater	
		Drinking Fountain		Wash Basin		268 Water Street	
		Indirect Waste		Water Closet (Toilet)		State House Station 11	
		Treatment Softener, Filter, etc.		Clothes Washer		Augusta, ME 04333	
		Grease/Oil Separator		Dishwasher		207-287-2070	
		Roof Drain		Garbage Disposal		HHE-211	
		Bidet		Laundry Tub		Revised 7/24/2018	
		Other		Water Heater			
Total Column 1 <input type="text"/>		Total Column 2 <input type="text"/>		Total Column 3 <input type="text"/>		Enter Total Fixtures / Hook-Ups Below	
						Total Fixtures / Hook-Ups	
						Per-Fixture Fee \$	
						TOTAL PERMIT FEE \$	
PERMIT TRANSFER ONLY <input type="checkbox"/> \$10.00							

## The HHE-211 – Internal Plumbing Permit.

At issuance, the permit should be signed by both the property owner (or an authorized representative) and the Town's LPI.

Line items in columns 1, 2, and 3 should be tallied together. The permit's value is determined by multiplying total quantity of all three columns (combined) by \$10.00. There is a minimum of \$40.00 for an internal plumbing permit.

**Permit transfers** occur when responsibility for the permit is transferred – when either a new plumber or the property owner takes over the project. These should be stand-alone permits. Additional fixtures or hook-ups should not be identified on a Transfer. The fee for a permit transfer is \$10.00. This is the only instance where the total reportable fee for a permit will be less than the \$40.00 minimum.

**The HHE-211 was recently updated.** If your office is still issuing permits on outdated forms, please discontinue use of the older materials.

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION**

State Dept Health & Human Services  
Bureau of Environmental Health, 11 Bldg  
2001-2001-2001 Fax: (207) 281-4172

**PROPERTY LOCATION** >> CAUTION: LPI APPROVAL REQUIRED <<

City/Town or Plantation \_\_\_\_\_ Town/City \_\_\_\_\_ Permit # \_\_\_\_\_  
 Street or Road \_\_\_\_\_ Date Permit Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee: \$ \_\_\_\_\_ Double Fee Charged ( ) \_\_\_\_\_  
 Subdivision/Lot # \_\_\_\_\_ Local Plumbing Inspector Signature \_\_\_\_\_ L.P.I. # \_\_\_\_\_  
 Owner/APPLICANT INFORMATION \_\_\_\_\_ Checker \_\_\_\_\_ Town/State \_\_\_\_\_  
 Name (last, first, MI) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Owner/APPLICANT \_\_\_\_\_  
 Daytime Tel. # \_\_\_\_\_ Municipal Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

**OWNER OR APPLICANT STATEMENT**  
 I state and acknowledge that the information submitted is correct to the best of my knowledge and understanding that any falsification is reason for the Department and/or Local Plumbing Inspector to deny a permit.  
 Signature of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 I have inspected the Subsurface Wastewater Disposal System and found it to be in compliance with the Subsurface Wastewater Disposal Rules Application. (Date) date approved \_\_\_\_\_  
 Local Plumbing Inspector Signature \_\_\_\_\_ (Date) date approved \_\_\_\_\_

**PERMIT INFORMATION**

**TYPE OF APPLICATION**  
 1. First Time System  
 2. Replacement System  
 Year installed \_\_\_\_\_  
 3. Experimental System  
 4. Experimental System  
 5. Seasonal Conversion

**THIS APPLICATION REQUIRES**  
 1. No Rule Variance  
 2. First Time System Variance  
 3. Replacement System Variance  
 4. Minimum Lot Size Variance  
 5. Seasonal Conversion Permit

**DISPOSAL SYSTEM COMPONENTS**  
 1. Complete Non-engineered System  
 2. Primitive System (graywater & all toilet)  
 3. Alternative Toilet, specify \_\_\_\_\_  
 4. Non-engineered Treatment Tank (only)  
 5. Holding Tank \_\_\_\_\_ gallons  
 6. Non-engineered Disposal Field (only)  
 7. Separated Laundry System  
 8. Complete Engineered System (2000 gpd or more)  
 9. Engineered Treatment Tank (only)  
 10. Engineered Disposal Field (only)  
 11. Pre-treatment, specify \_\_\_\_\_  
 12. Miscellaneous Components \_\_\_\_\_

**SHORELAND ZONING**  
 1. Single Family Dwelling Unit, No. of Bedrooms \_\_\_\_\_  
 2. Multiple Family Dwelling, No. of Units \_\_\_\_\_  
 3. Other \_\_\_\_\_  
 Current Use \_\_\_\_\_ Seasonal \_\_\_\_\_ Year Round \_\_\_\_\_ Undeveloped \_\_\_\_\_

**DESIGN DETAILS (SYSTEM LAYOUT SHOWN ON PAGE 3)**

**TREATMENT TANK**  
 1. Concrete  
 2. Regular  
 3. Plastic  
 4. Other \_\_\_\_\_  
 CAPACITY \_\_\_\_\_ GAL

**DISPOSAL FIELD TYPE & SIZE**  
 1. Stone Bed  
 2. Stone Trench  
 3. Proprietary Device  
 4. circular array  
 5. linear  
 6. regular load  
 7. H-20 load  
 8. Other \_\_\_\_\_  
 SIZE \_\_\_\_\_ sq. ft. \_\_\_\_\_ in. ft.

**GARBAGE DISPOSAL UNIT**  
 1. No  
 2. Yes  
 3. Maybe  
 4. If Yes or Maybe, specify one below  
 5. multi-compartment tank  
 6. tanks in series  
 7. increase in tank capacity  
 8. Filter on Tank Outlet

**EFFLUENT/EXTRACTOR PUMP**  
 1. Not Required  
 2. May be Required  
 3. Required  
 4. Ready only for engineered systems  
 5. Other \_\_\_\_\_

**DESIGN FLOW**  
 1. \_\_\_\_\_ gpd per day  
 2. \_\_\_\_\_ gpd per day  
 3. \_\_\_\_\_ gpd per day  
 4. \_\_\_\_\_ gpd per day  
 5. \_\_\_\_\_ gpd per day  
 6. \_\_\_\_\_ gpd per day  
 7. \_\_\_\_\_ gpd per day  
 8. \_\_\_\_\_ gpd per day  
 9. \_\_\_\_\_ gpd per day  
 10. \_\_\_\_\_ gpd per day  
 11. \_\_\_\_\_ gpd per day  
 12. \_\_\_\_\_ gpd per day

**LATITUDE AND LONGITUDE**  
 at center of disposal area  
 Lat. \_\_\_\_\_ N \_\_\_\_\_ S  
 Long. \_\_\_\_\_ W \_\_\_\_\_ E  
 If g.p.s. state margin of error: \_\_\_\_\_

**SITE EVALUATOR STATEMENT**  
 I certify that on \_\_\_\_\_ (date) I completed a site evaluation on this property and state that the data reported are accurate and that the proposed system is in compliance with the State of Maine Subsurface Wastewater Disposal Rules (10-144A CMR 241).  
 Site Evaluator Signature \_\_\_\_\_ SE # \_\_\_\_\_ Date \_\_\_\_\_  
 Site Evaluator Name Printed \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Note: Changes to or deviations from the design should be confirmed with the Site Evaluator.  
 Page 1 of 3  
 HHE-200 Rev. 08/2011

## The HHE-200 – Subsurface Wastewater (“external plumbing”) Permit.

At issuance, the permit should be signed by both the property owner (or an authorized representative) and the Town’s LPI.

The reportable fee for a SSWW permit is determined by the items selected under **Disposal System Components**, occasionally combined with additional application requirements (variances, etc.). The value of each disposal system component can be found in the **standard fee schedule**.

## Fees



### Subsurface Wastewater (External) Permit Fees

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	\$20.00	NA	NA
Seasonal Conversion Permit	\$50.00	\$12.50	NA



Fee schedule – subsurface (external) wastewater permit fees



### Plumbing (Internal) Permit Fees

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



**Fee schedule – internal plumbing permit fees**



**Common Blind Spots** (Internal plumbing permits)

- The **minimum fee** for an internal plumbing permit is \$40.00. This minimum fee covers fixtures and hook-ups/piping relocations totaling 4 or fewer.
- For **modular or mobile homes**, the minimum fee applies as long as no additional fixtures are being installed (all fixtures are factory originals). These should be considered a hook-up only.
- **Permit transfers** should be stand-alone actions on their own applications.



#### **Common Blind Spots (SSWW permits)**

- **Variances:** The State's 25% share of the \$20.00 variance fee only applies **to *first time systems requiring State approval***. For all other variances, the Town keeps the entire \$20.00 variance fee.
- **The DEP's water quality surcharge** is a \$15.00 fee over and above the fee charged for an external (subsurface wastewater) permit. It should be applied to all *non-engineered systems* (line items 1, 2, 5, and 7 on the SSWW permit application). The DEP surcharge is not applicable to any of the other disposal system components. The entire amount of the surcharge goes to DEP – it is not figured into the State's 25% share of permit fees.
- In the event an **updated permit** is submitted with no additional fee, please remember to note "revised" clearly on the permit.



#### Common Blind Spots (general)

- Municipalities are not required to report **double fees** or **additional fees applied per local rule or ordinance** as part of the State's share. The State asks only that standard fees be reported. Revenues over and above the State's 25% share of standard fees may be kept by the municipality.
- **While municipalities do have the latitude to waive their portion of permit fees**, the State is still due 25% of the value of the permit as determined by the standard fee schedule.
- **When correcting permits**, please do not cross-out, scribble-out, or over-write notations. Instead, use a white correction product to make these adjustments.
- **Each permit should bear a unique permit number.** When two or more permits have the same number, they are recorded as presented and will show up on your receipt as such. When a permit arrives in our office with no evident permit number, the permit date is substituted (i.e., 02192016) for recording purposes and will appear as such on your receipt..
- **Submittals should include complete copies (all pages) of each permit.** Permits that arrive in our office as cover pages only may be rejected as 'incomplete' or 'invalid'.
- **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.
- We understand that there will occasionally be **extenuating circumstances** that result in fees tabulated by means other than the approved fee schedule. When these circumstances do arise, please be sure to enclose explanatory information with the corresponding permit(s). Should you need guidance on permits, contact Brent Lawson (State Plumbing Inspector).

## Check your work

### Review all materials to ensure...

- All pages of permits are included;
- Each permit bears a permit number;
- Each permit notes the date of issuance;
- Each permit has been signed by both the property owner (or an authorized representative acting as the applicant) *and* the issuing LPI;
- Permits are legible;
- Information on the permit accurately reflects the work being done.



## Check Your Work

We recommend putting a **QC process** in place to double-check permits before they are submitted to our office. This will help ensure that permits accurately reflect work being done to internal plumbing or external wastewater systems, and will go a long way toward eliminating discrepancies in fees.

Review all materials to ensure...

- **All pages** of permits are included
- Each permit bears a **permit number**
- Each permit notes the **date of issuance**
- Each permit has been **signed** by both the property owner (or an authorized representative acting as the applicant) *and* the issuing LPI
- Permits are **legible**
- Information on the permit accurately reflects the work being done

Subsurface Wastewater Program staff are available to help!

## Check your work

**Supporting documentation is welcome, but not required.**

**Send permits and fees in the same envelope.**

**All payments should originate from the sending Municipal Office.**

**Send your remittance and copies of all applicable permits to:**

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



### Check Your Work (continued)

**Some municipalities include a summary of their submission, listing permits and fees.**

If you do opt to include a summary with your submittal, please be sure that all permits included in the submittal are listed. If a permit is noted on a summary but is not included with the actual permits, it will not be recorded. We cannot record fees for permits we do not have in hand, so the value of the permit will not be factored into the total amount expected.

Certificates of approval are no longer required.

**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.** Checks received without corresponding permits, or permits received without accompanying payment (if payment is due), will be returned to the originating municipal office immediately.

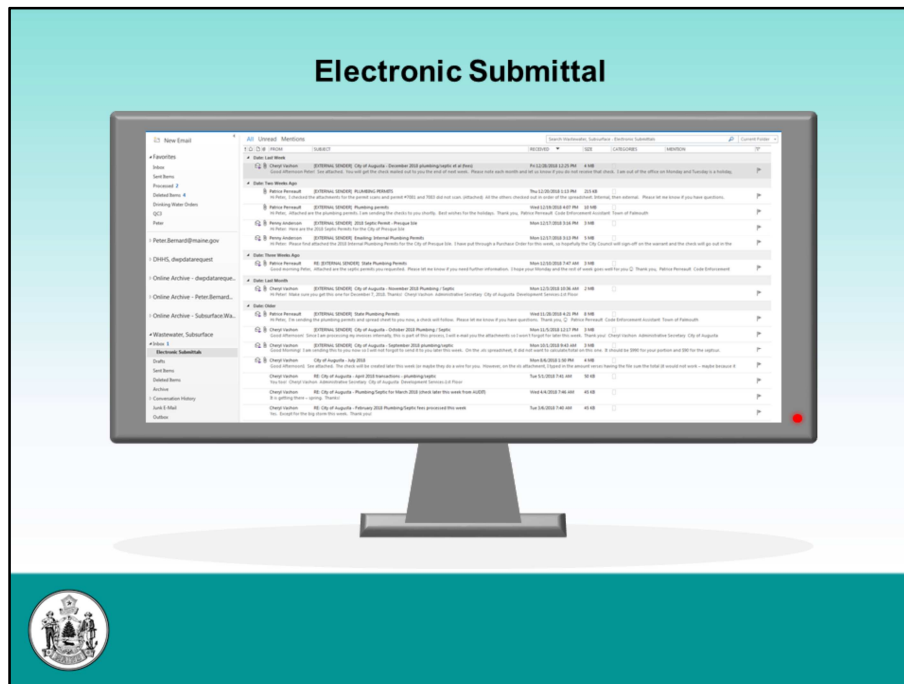
**All payments should originate from the sending Municipal Office.** Do not forward personal checks from property owners or applicants working on their behalf.

Checks for permit fees and copies of corresponding permits should be **mailed to:**

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

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

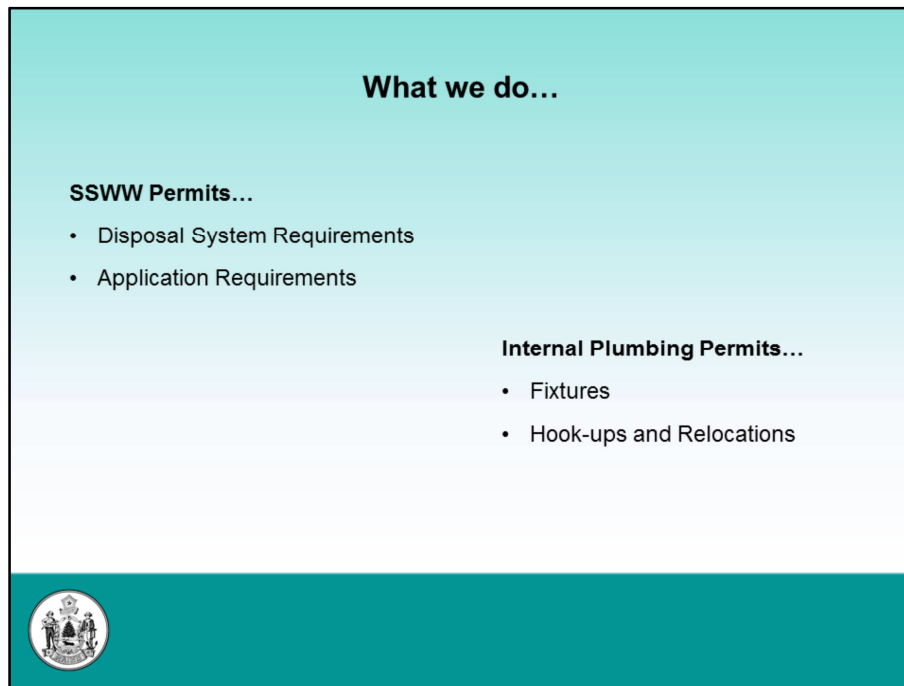
Do not send to the attention of any particular individual.



## Electronic Submittal

### **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.



### What We Do - Process Explanation

When permits come into our office we review each document, checking for signatures, accuracy, and legibility. Then we perform a reconciliation of permits and fees, based on the *face value* of each permit per the standard fee schedule. These are *reportable* fees. As mentioned earlier, we do not consider additional fees applied per local rule or ordinance; these are *non-reportable* fees.

On **SSWW permits**, we look at application requirements (variances, etc.) and disposal system components; we generally do not dig much deeper into the technical details. So, if an LPI indicates a holding tank on the permit, we go on the assumption that the inspector has accurately represented the work being permitted. If 'Holding Tank' is the identified disposal system component on a permit, we will record the permit at \$100.00, the standard minimum fee for that component.

On **internal plumbing permits**, we check to ensure all fixtures and hook-ups (or piping relocations) have been tabulated, and that the reported fee represents the total factored at \$10.00 each. If ten fixtures and one hook-up are noted on a permit, we will record the value of the permit as \$110.00:  $10 + 1 = 11 \times \$10$ .



### Receipt for Subsurface Wastewater Fees

	Check Number	Check Amount
SSWW Permits @ 25%	291528	\$337.50
DEP \$15 Water Quality Surcharge	291529	\$30.00

#### Permit(s) Received from Oldfield for September 2018

Permit Number	Amount*	Internal	External	State Share
7574	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
7575	\$100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$25.00
7588	\$40.00			
7589	\$40.00			
7590	\$90.00			
7591	\$120.00			
7592	\$80.00			
7593	\$40.00			
7594	\$250.00			
7595	\$360.00			
<b>Totals</b>	<b>\$1,370.00</b>			

Attached is a receipt for the SSWW Permit(s) submitted for Oldfield.

After reviewing the permits accompanying check # 291528, we find that the amount remitted (\$337.50) was insufficient for the accompanying permits. By our accounting, the State's share for all permits submitted should have totaled \$342.50, a difference of **\$5.00**. **This is an FYI only** – we are not expecting additional payment to cover the difference.

- Permit # 7590 itemizes 8 fixtures plus 1 hook-up for a total of 9. At \$10.00 per line item, the total for this permit should be \$90.00. The fee recorded on the permit is \$70.00.


**A message to all Towns:**

The 2018 revised Internal Plumbing Permit application (HHE-211) is now available for use. A blank application form is attached to this email; electronically fillable versions can be downloaded from the Subsurface Wastewater website at <https://www.maine.gov/dhha/mecdc/environmental-health/plumb/forms.htm>.

**Please discontinue use of older versions of the form immediately.** If you have any questions on accessing or using the new HHE-211, please don't hesitate to contact our office.

Thank you.

Drinking Water Program • [www.medwp.com](http://www.medwp.com) • Phone (207) 287-1234



## Receipts

It is our practice to send receipts in electronic format to municipalities that provide valid email addresses; unfortunately, we do not have the resources to provide paper receipts for all Towns on an ongoing basis. If you haven't been receiving receipts for permit fees and you would like to, please contact us with an active email address to which receipts may be sent.

Receipts reflect the correct reportable fees for each permit as determined during our reconciliation.

If there is a discrepancy, the accompanying email will identify the amount of the discrepancy, and, if possible, provide notes identifying the source(s) of the discrepancy. We prefer to go on the assumption that mistakes happen – we are all human – and the comments included with receipts are merely intended as advisories.

If the Town send us more money than we feel is appropriate, given our review and findings, a credit for the difference is awarded. Credits may be applied toward future submittals, but for permit fees only; we do not issue credits for overpayments toward the DEP water quality surcharge.

When the amount of an overpayment is greater than \$50.00, the program may elect to return all materials to the Town and request corrected payment.

If the Town's remittance is less than we feel is appropriate, we will ask for additional funds to balance the account. In these instances, the funds may be included with the Town's next submittal of permits and fees.

When the amount of an underpayment is greater than \$100.00, the program may elect to return all materials to the Town and request corrected payment.

**Questions? Comments? Need assistance?**

For any questions regarding plumbing/SSWW permit fees,  
please contact our office:

- Email: [subsurface.wastewater@maine.gov](mailto:subsurface.wastewater@maine.gov)
- Phone: (207) 287-2070

Mail correspondence should be addressed to:

Maine DHHS/CDC  
Subsurface Wastewater  
286 Water Street, 3<sup>rd</sup> Floor  
11 State House Station  
Augusta, ME 04333-0011



**Contact us:**

Email: [subsurface.wastewater@maine.gov](mailto:subsurface.wastewater@maine.gov)

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