

## INSTRUCTIONS

### 1. General Instructions

The Division of Water and Waste Management has developed and issued a general WV/NPDES Water Pollution Control Permit to regulate sewage disposal systems up to 600 GPD total capacity serving individual residences and certain small businesses. The General Permit is valid until June 30, 2029.

After development of a Draft General Permit, the Division advertised its intent to issue this General Permit and has fulfilled all public notice requirements. Individual permittees need not perform any public notice activities.

Upon receipt of the facility registration application form, the Division will review the contained information and prescribed wasteload allocation and will assign each individual permittee to one of four (4) available treatment categories. Individual permittees must comply with the effluent limitations of their assigned treatment category and must provide the minimum treatment technology for their category.

### 2. Eligibility

You are not eligible for coverage under this General Permit unless all of the following are met.

A. You plan to install a sewage disposal system of 600 GPD or less with a direct discharge into the waters of the State. Those facilities with drain fields and no direct discharge only need an installation permit by the Health Department.

B. It has been determined by the Health Department that all other means of treatment and disposal are ineffective and the owner provides Form SS188A, completed and signed by the county sanitarian, to this Division.

C. If this is for new development, you have been issued a wasteload allocation for the proposed discharge by this Division prior to application for coverage or your proposal is for an existing facility with a failing septic system.

D. You are proposing to install a system to meet the limits of the appropriate treatment category.

E. You have a plan to properly maintain this treatment system and have submitted a five (5) year maintenance contract with a private or public entity certified to provide service (local or public service district is acceptable). This contract must include the DWWM Attachment A Standardized Maintenance Contract Language incorporated into it in one of the two acceptable ways.

### 3. Who Must Apply:

The owner and operator (a maintenance contractor) of a sewage disposal system, public or private that plan to discharge wastewater from a point source into state waters, must apply, jointly, for such activity or system and subsequent discharge(s). A separate registration form is to be submitted for each facility.

### 4. Where to File:

For new installations, or reissuance of permit coverage, application must be made through DEP's Electronic Submission System (ESS).

This application must be submitted electronically by going to <https://apps.dep.wv.gov/eplogin.cfm> and under E-DEP select e-permitting and sign up for an user login identification. You'll need to submit your certification of signature page along with your application fee and any other documents attached with your electronically submitted application, including the new five-year maintenance contract. Electronically submitted applications assure a complete application and the review process will be much quicker.

### 5. When to File:

At least 30 days prior to construction of the individual treatment system. If applying for new construction or development, such as the placement of a manufactured or modular home, a permit must be obtained prior to any construction or placement of a home.

### 6. Fees:

| Year Of Initial Coverage  | Reissuance Application Fee<br>Percent of Fee Based on \$115.00 |       |       |       |       | New Installation Application Fee |                               |
|---|--|-------|-------|-------|-------|----------------------------------|-------------------------------|
|   | 100%   | 80%   | 60%   | 40%   | 20%   | New Development                  | Replacing Failing Septic Tank |
| 2019 or earlier   | \$115  | ----- | ----- | ----- | ----- | -----                            | -----                         |
| 2020  | -----  | \$92  | ----- | ----- | ----- | -----                            | -----                         |
| 2021  | -----  | ----- | \$69  | ----- | ----- | -----                            | -----                         |
| 2022  | -----  | ----- | ----- | \$46  | ----- | -----                            | -----                         |
| 2023  | -----  | ----- | ----- | ----- | \$23  | -----                            | -----                         |
| *Make Check or Money Order Payable To “West Virginia Department of Environmental Protection.” |  |       |       |       |       | \$459                            | \$230                         |

**Note: For Reissuance applications, refer to appropriate column next to year of initial coverage under the general permit. Facilities covered between January 1, 2024 and July 30, 2024 do not need to submit a Reissuance application or pay an application fee. These facilities need only submit a new five-year maintenance contract and disclosure page. For new installations, refer to the appropriate column.**

The appropriate application fee should be sent by check or money order, and shall accompany the application. The check or money order shall be made payable to the “West Virginia Department of Environmental Protection.” An application fee is required each time an application is submitted.

If the application submitted is determined to be incomplete and must be returned to the applicant for more information required by the application form, another application fee shall accompany the filing of the new application. Please note, all questions require an answer. If an item does not apply, so indicate by placing N/A in the blank. Unanswered questions may result in the application being deemed incomplete.

7. Assistance:

If you need any help with completion of the facility registration form, you may call (304) 926-0499.