

Wastewater Disposal Section Instructions

Applicability: Required for proposals that:

- build, expand, or reconstruct structures that include bedrooms, bathrooms, kitchens, or laundry rooms
- add plumbing, water fixtures, or pressurized water
- add the ability for human habitation
- otherwise result in new or additional wastewater volume.

Rule Sections:
10.25,G & 10.25,I

An Important Note on Continued Use of Existing Systems: *If you plan to use an existing septic system AND not exceed the system's capacity, the system must be evaluated for continued use before you submit this application. See instructions for **Continued Use** on the next page.*

New/Replacement Wastewater Systems, Changes to Existing Systems, or Increases in Wastewater that Exceed Current System Capacity

- Hire a Licensed Site Evaluator to test the soils on your property, design/modify a septic system, and complete a Subsurface Wastewater Disposal System Application (referred to as an "HHE-200 form").
- Submit the HHE-200 form signed by the Site Evaluator, and approvals for any required variances (see below), with this application.
- Indicate the location of the system on the Site Plan, Exhibit 5.



Locating Maine Licensed Site Evaluators and Local Plumbing Inspectors: Guidance and links for locating licensed professionals can be found on the LUPC's homepage, maine.gov/dacf/lupc, in the column on the right.

Variance Required?

The Site Evaluator will indicate on the HHE-200 form if a variance is required. (See the box under **Permit Information** in the upper middle of page 1 of the HHE-200 form; an example is below). The Site Evaluator will also complete and sign a Subsurface Wastewater Disposal System Variance Request Form (HHE-204). The property owner or applicant signs the Variance Request Form which is then submitted to the Local Plumbing Inspector along with the HHE-200 form. The LPI reviews the variance request for approval. If the State needs to approve the variance request, the LPI will submit the necessary forms to the Department of Health and Human Services.

HHE-200 Variance Section. *If any of the items within the greyed, dashed box below are checked on your HHE-200 form, you need to obtain a variance. The form will indicate whether the variance can be approved by the LPI only or whether it must be approved by the LPI and the State of Maine (Department of Health and Human Services).*

THIS APPLICATION REQUIRES	
☐	1. No Rule Variance
☐	2. First Time System Variance
☐	a. Local Plumbing Inspector Approval
☐	b. State & Local Plumbing Inspector Approval
☐	3. Replacement System Variance
☐	a. Local Plumbing Inspector Approval
☐	b. State & Local Plumbing Inspector Approval
☐	4. Minimum Lot Size Variance
☐	5. Seasonal Conversion Permit

Continued Use of an Existing System Within the System's Capacity

Find the HHE-200 form (Subsurface Wastewater Disposal System Application) for the system (see ⓘ box below). Determine that:

- the continued use will be within the system's permitted capacity.
 - If the permitted capacity will be exceeded, follow the directions in the section above on "New/Replacement Wastewater Systems, Changes to Existing Systems, or Increases in Wastewater that Exceed Current System Capacity."
- the system was permitted and inspected by the Local Plumbing Inspector (LPI).
 - Confirm that the signature block in the upper right-hand corner of the first page contains signatures for both the permit and installation inspection (see example below).

i You may be able to find a copy of the HHE-200 form for your system in the Septic System Permit Database maintained by the Division of Environmental and Community Health, Maine Department of Health and Human Services. The database may be searched by selecting "Get Started" at apps.web.maine.gov/cgi-bin/online/mecdc/septicplans/index.pl. If you are having trouble finding the form in the database, consult the FAQs under "Get Help" on the starting page.

Example of Complete HHE-200 Signature Block

>> CAUTION: LPI APPROVAL REQUIRED <<	
Town/City <u>T15 R17</u>	Permit # <u>126</u>
Date Permit Issued <u>7 / 12 / 18</u> Fee: \$ <u>250.00</u> Double Fee Charged []	
<i>J. Inspector</i> Local Plumbing Inspector Signature	L.P.I. # <u>007</u>
☐ Owner ☐ Town ☐ State	
The Subsurface Wastewater Disposal system shall not be installed until a Permit is issued by the Local Plumbing Inspector. The Permit shall authorize the owner or installer to install the disposal system in accordance with this application and the Maine Subsurface Wastewater Disposal rules.	
Municipal Tax Map # <u>01</u> Lot # <u>18</u>	
CAUTION: INSPECTION REQUIRED I have inspected the installation authorized above and found it to be in compliance with the Subsurface Wastewater Disposal Rules Application. <u>8/5/18</u>	
<i>J. Inspector</i> Local Plumbing Inspector Signature	<u>8/5/18</u> (1st) date approved <u>9/30/18</u> (2nd) date approved

If your existing system is permitted and inspected:

- submit the HHE-200 form (and HHE-204 variance form if applicable) with this application
- indicate the location of the system on the Site Plan, Exhibit 5.

If the existing system is not permitted or inspected, contact your local LPI for an after-the-fact permit, variance, and/or inspection. Then contact a Licensed Site Evaluator to examine the system. The Site Evaluator must provide a letter certifying that the system:

- meets the current requirements of the Maine Plumbing Code
 - is sited appropriately (as determined by the permit)
 - is not malfunctioning
 - is capable of accommodating the additional wastewater
- submit the Site Evaluator's letter and HHE-200 form (and HHE-204 variance form if applicable)
- indicate the location of the system on the Site Plan, Exhibit 5