



DEM
RHODE ISLAND

OFFICE OF WATER RESOURCES ONSITE WASTEWATER TREATMENT SYSTEMS (OWTS) SEPTIC SYSTEM RECORDS & RESOURCES

Over 35% of homes and businesses in Rhode Island are served by on-site wastewater treatment (septic) systems. To help enhance customer service and streamline processes, DEM offers several tools and resources for septic system permitting information. Visit our web page for:

- Factsheets and guidance for homeowners
- Lists of licensed septic professionals
- Answers to frequently asked questions
- Access to DEM's septic system records

LOOKING FOR SEPTIC RECORDS? **SEARCH FOR THEM ONLINE FIRST!**

DEM has records of most septic system permits from 1968 to present. Depending on when the system was installed, records may be available online or a physical copy of the file may be available in the DEM archives. Online records are separated into two categories: before 1990 and after 1990.



BEFORE YOU SEARCH:

DEM septic system records are filed by the assessor's plat and lot number when the system was installed. Check with the property's local Tax Assessor for this information, as well as the subdivision number, the original property owner's name, and the year the property was first developed.



ONLINE RECORDS BEFORE 1990: Use this search for records of septic systems conformed between 1968 and 1990. Conformed files have received a *Certificate of Conformance* which means that the system met the design requirements indicated in the application and was approved for use. Typical file contents include septic system design details such as system and water supply location, a description of the treatment system components, a site plan, number of bedrooms the system is designed to support, and the depth to water table.



ONLINE RECORDS AFTER 1990: If an application was submitted after 1990, the status of an application, the design flow associated with the application submitted, and a *Certificate of Conformance* may be available online. Additionally, complete file contents may be available for download for some conformed records. In all other cases, please submit a records request (see below) if the information available online does not meet your needs.

GET STARTED AT DEM.RI.GOV/SEPTIC

STAY INFORMED

Sign up to receive emails on OWTS policy, rules, and regulations at dem.ri.gov/owtsnews



WHEN TO SUBMIT A RECORDS REQUEST: Your first step should be to perform an online search. If the information available online is not sufficient to meet your needs, you can submit a records request. You have two choices for when you receive your documents.

2-Business Days: opt to review and photocopy your records in person at DEM's Providence headquarters.

10-Business Days: opt to have an electronic copy of your records made available.



FIND TOOLS & RESOURCES:
dem.ri.gov/septic



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CALL OWTS STAFF:
401-222-3961