NEBRASKA

DEPT. OF ENVIRONMENT AND ENERGY

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

Permit Application Instructions

When an onsite wastewater treatment system requires a permit in accordance with Title 124 - Onsite Wastewater Treatment Systems, the owner must obtain a construction permit from the Department prior to start of the work and an operating permit from the Department prior to use of the system. The construction permit and the operating permit for a single system are covered by one application.

The permit application must include at a minimum the following or be submitted on a form provided by the Director:

- The words “Application for Onsite Wastewater Treatment System Construction/Operating Permit”;
- The owner’s full name (first name, middle initial and last name), mailing address and phone number;
- The name of the business or legal entity if the application is for a business or legal entity;
- The engineer’s full name (first name, middle initial and last name) and Nebraska engineer license number **or** the Master Installer’s name and certification number, along with that professional’s mailing address, phone number and email address;
- The address for the planned facility;
- The legal description (quarter section, quarter section, section, township, and range) **or** the geographical coordinates (latitude and longitude to four decimal places) for the planned onsite system;
- County;
- The statement “I swear or affirm that the application information and documentation submitted are true, complete, and accurate”; and
- The owner’s signature and date the application is signed **or** if the application is signed by an authorized representative, the application must include:
  - A description of the authorized representative’s authority to sign on behalf of the owner; and
  - The representative’s full name (first name, middle initial and last name), mailing address and phone number.

The permit application must be accompanied by:

- A nonrefundable permit application fee of $450;
- Three sets of all plans, specifications, reports, and technical documents including the following:
  - A detailed description of the waste and wastewater sources the onsite system is proposed to treat or store;
  - The peak single-day flow;
  - A complete and detailed site plan with accurate information drawn to an appropriate scale including:
    - A fixed geographic reference point;
    - The location of all percolation tests and soil borings;
    - A visual scale;
    - All development features including, but not limited to, foundations, outbuildings, driveways, wells, property lines and natural topographic features including lakes, ponds, streams, drainage ways and ditches;
    - Existing and planned elevation contour lines to show the direction and steepness of the slope of the ground surface (Information may also be required for adjacent property to provide verification that setback requirements are met);
  - The type, size, location, and elevation of all the components of proposed system clearly identified on a scaled drawing of sufficient size that shows:
    - The legal description and survey of the lot and immediate vicinity;
    - Property lines;
    - Buildings;
    - Water supply wells;
    - Buried water pipes and utility lines;
    - The ordinary high-water mark of lakes, rivers, streams; and
    - The location and the type of water supply wells within 1000 feet of the proposed onsite wastewater treatment system.
  - Depth to the seasonal highest measured or estimated groundwater table and to the bedrock or other barrier layer surface if this depth is less than the depth of the seasonal high groundwater table;
  - A detailed description of the method used to determine depth for the planned location of the soil absorption, treatment lagoon or any holding tank facilities. If the depth to seasonal high groundwater or to the bedrock or other barrier layer is less than 10 feet, soil borings or other site-specific methods are required to be used;
  - Direction of groundwater flow;
  - Soil conditions and properties; and
  - Soil percolation test locations, data, and results.

The plans, specifications, reports, and other technical documents submitted as part of the application must be prepared and properly stamped and signed by a professional engineer. For domestic wastewater flows of 1,000 gallons per day or less for an onsite wastewater treatment system that does not endanger human health or cause pollution and which meets all the provisions for setback distances and reserve area, but that does not meet all the provisions for design prescribed in Title 124 to be covered under the general permits, the plans, specifications, reports, and other technical documents submitted as part of the application may be prepared by a Master Installer. The documents must be signed and dated by the Master

Installer and include the statement “I swear or affirm that the application information and documentation submitted are true, complete and accurate”. The Department will review the application and supporting documentation. Additional information may be required to ensure proper engineering design and operation.

A construction permit is valid for one year from date of issuance. The Department can issue an operating permit when construction that complies with the approved construction permit documents has been completed and the system has been properly registered.