
ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • www.des.nh.gov

WD-SSB-4

2012

Permitting of Installers and Designers of Subsurface Sewage Disposal Systems

Permit Required

A wastewater disposal system is required for any structure to which a water supply is connected. Subsurface sewage disposal systems must be designed and installed by an individual holding a valid permit issued by the New Hampshire Department of Environmental Services, Subsurface Systems Bureau. Additionally, repair or replacement of an existing subsurface sewage disposal system must be conducted by a permit holder as well. The only exception to these requirements is that a homeowner may design and install or repair and replace a subsurface sewage disposal system for his/her own primary domicile.

Exams

An installer or designer permit is issued upon successful completion of the appropriate examination. Examinations are administered two times a year, with the major testing taking place in the spring and fall and re-examinations throughout the year.

The designers examination consists of three written portions and a field test for soil interpretation. For installers, there is a written examination only.

Permit Renewal

Installer and designer permits are valid for a two-year period from January 1 to December 31 of the following year. Permits are renewable upon proper application, payment of a biennial fee of \$80, and compliance with the continuing education requirement. Within the two-year renewal period, permitted designers and installers must complete a minimum of six credit hours of continuing education approved by DES.

A permitted designer/installer who fails to file a complete application for renewal with the department prior to the expiration of the permit shall pay an additional late renewal fee of \$80, provided documentation is filed with the department within 30 days of the permit expiration date. Permits that are not renewed within 30 days of the permit expiration date shall be deemed suspended. Applicants may request reinstatement by submitting a complete renewal application, the \$80 permit fee, the \$80 late fee, an \$80 reinstatement fee and documentation that the required continued education requirements have been fulfilled.

Permits of applicants that do not request reinstatement by April 1st shall be deemed void. Any individual whose permit has become void who wishes to obtain a designer's or installer's permit must apply as for a new permit pursuant to RSA 485-A:35, I, subparagraph (a); which includes successfully retaking the appropriate examination in order to have the permit reinstated.

For Further Information

For more information regarding the permitting of installers and designers of subsurface sewage disposal systems, contact DES Subsurface Systems Bureau at (603) 271-3501, or 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095;

<http://des.nh.gov/organization/divisions/water/ssb/index.htm>.