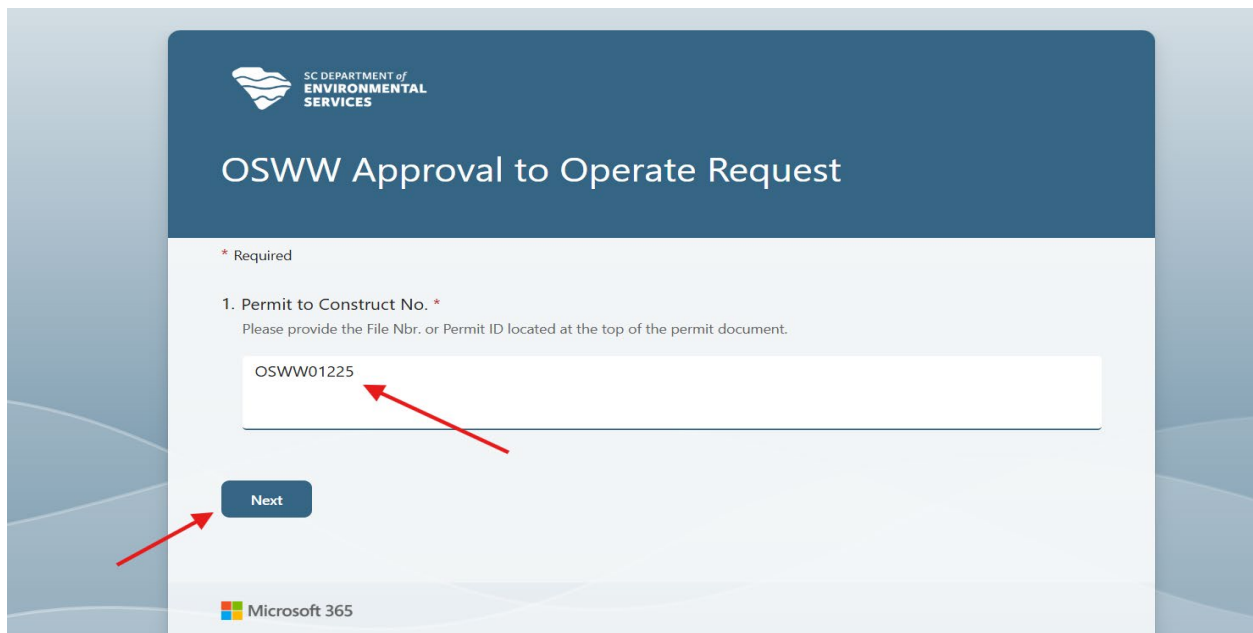


OSWW Approval to Operate Request Guidance

1. The link to this form will be available on the **SCDES Website** for OSWW contractors or individuals installing self-installations to use when requesting final inspections.
2. To begin the form, you will need to enter the permit Number for the OSWW system you are installing. If you are having trouble finding this number, it is typically located at the **"Top Right"** of the Permit to Construct document.
3. Enter the construction permit Number provided and select **"Next."**



The screenshot shows a web form titled "OSWW Approval to Operate Request" from the SC Department of Environmental Services. The form includes a header with the department's logo and name. Below the title, there is a section for "1. Permit to Construct No. *" with a sub-instruction: "Please provide the File Nbr. or Permit ID located at the top of the permit document." A text input field contains the value "OSWW01225", with a red arrow pointing to it. Below the input field is a blue "Next" button, also indicated by a red arrow. At the bottom left of the form, there is a Microsoft 365 logo.

SC DEPARTMENT of ENVIRONMENTAL SERVICES

OSWW Approval to Operate Request

* Required

1. Permit to Construct No. *

Please provide the File Nbr. or Permit ID located at the top of the permit document.

OSWW01225

Next

Microsoft 365

4. You will enter the “**first and last name**” of the permittee listed on the Permit to Construct.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OSWW Approval to Operate Request

* Required

Permit to Construct Information

Please provide the name of the permittee listed on the Permit to Construct document.

2. First Name *

John

3. Last Name *

Doe

5. Next, you will indicate if the system will be installed by a “**licensed installer or self-installation.**”

4. Will this system be installed by a Licensed Installer or will this be a Self-Installation? *

Licensed Installer

Self-Installation

6. If you are completing a self-installation, provide the property owner’s first and last name. Please note, if you are performing a self-installation, you are required to have a “**preconstruction conference**” prior to beginning of the installation.
7. Enter the **licensed installer’s name** and **licensed number**.

4. Will this system be installed by a Licensed Installer or will this be a Self-Installation? *

Licensed Installer

Self-Installation

5. If you are performing a self-installation, please provide your name. *

John Doe

6. Did you have the required preconstruction conference with the Department? *

Yes

No

8. Please answer **Question #7** to the best of your recollection on if you have received an enforcement within the last **"three calendar years."**

9. You will need to specify the type of product being used in the drainfield area. Select **"Next."**

7. Have you received an enforcement action within the last 3 years? *

Yes

No

8. Identify the drainfield product to be used. *

Please specify the type of product being used in the drainfield area.

Stone

Back Next

10. Please provide the site address as it is listed on the construction permit. If the site has an assigned 911 address, please enter it here.

The screenshot shows the 'OSWW Approval to Operate Request' form. At the top left is the logo for the 'SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES'. Below the logo is the title 'OSWW Approval to Operate Request'. A red asterisk indicates a required field. The section is titled 'Site Information'. Field 9, 'Site Address *', contains the text '123 Center Road Florence'. Field 10, 'County *', is a dropdown menu with 'Florence County' selected. Both fields are highlighted with red rectangular boxes.

11. Please indicate whether the approval to operate is being submitted for an engineer or non-engineered system.

The screenshot shows question 11: '11. Is the Approval to Operate being requested for an Engineered (system code 610 or 611) or Non-Engineered System? *'. There are two radio button options: 'Non-Engineered' (which is selected) and 'Engineered'. Below the options are two buttons: 'Back' and 'Next'. Red arrows point to the 'Non-Engineered' radio button and the 'Next' button.

12. You will now be directed to the final page of this form. Please indicate if your site is ready for the inspection. **IMPORTANT: "Each final inspection must be scheduled by 10 AM the business day before the installation. Inspections are scheduled from Mon-Fri between 10:00 AM-3:30 PM."**

The screenshot shows the top of a web form titled "OSWW Approval to Operate Request" from the "DEPARTMENT OF ENVIRONMENTAL SERVICES". Below the title is a section labeled "* Required" containing a red-bordered box with the text "Inspection Information". Question 12 asks, "12. Is the site ready for final inspection? *". Below the question is a note: "Final inspections must be requested by 10:00 AM the business day before installation. Inspections are scheduled for Monday-Friday between 10:00 AM and 3:30 PM." There are two radio button options: "Yes" (which is selected) and "No". A red arrow points from the left margin to the "Yes" radio button.

13. Select a date for the preferred final inspection. Once you selected the date, you will select the preferred selection time. Please note that there is no guarantee the final inspection will occur at the selected time.

The screenshot shows question 13: "13. What day would you like for the inspection to be performed? *". Below the question is a note: "Inspections are scheduled for Monday-Friday between 10:00 AM and 3:30 PM." A date input field contains "2/27/2025" and has a calendar icon on the right, which is highlighted with a red box. Below this is question 14: "14. Please select your preferred inspection time. *". A note below question 14 says: "Please note that this does not guarantee final inspection will occur at the selected time." There are five radio button options for times: "10:00 AM", "10:30 AM", "11:00 AM" (which is selected), "11:30 AM", and "12:00 PM". Two red arrows point from the left margin to the date field and the "11:00 AM" radio button.

14. Provide a valid email address and phone for department staff to contact you in case they need to reschedule the final inspection.

15. Please provide an email address for Department Staff to contact you should the date/time you selected be unavailable. *


Sevenst@gmail.com|

16. Please provide a phone number for Department Staff to contact you should the date/time you selected be unavailable. *

843-669-0012

15. Please Indicate that you understand that an inspection/approval to operate process for a pump system must be submitted.

16. We have provided this field if additional comments are necessary, however it is not required to answer.

17. As part of the inspection/approval to operate process, a Certification of Pump System Electrical Connections will need to be submitted if applicable. Do you understand this requirement? 

Yes

No

18. Additional Comments

No additional comments

17. Please note that the final inspection does not guarantee the inspection date and time you have proposed to be available. If you have any questions, please contact your local office and one of our staff will contact you if you need to reschedule. Finally, **“Submit form.”**

19. This form is intended to assist in scheduling final inspections but does not guarantee the inspection date and time you have proposed will be available. Do you understand that Department staff may need to contact you to reschedule the final inspection at an available date/time? *

Yes

No

Back

Submit