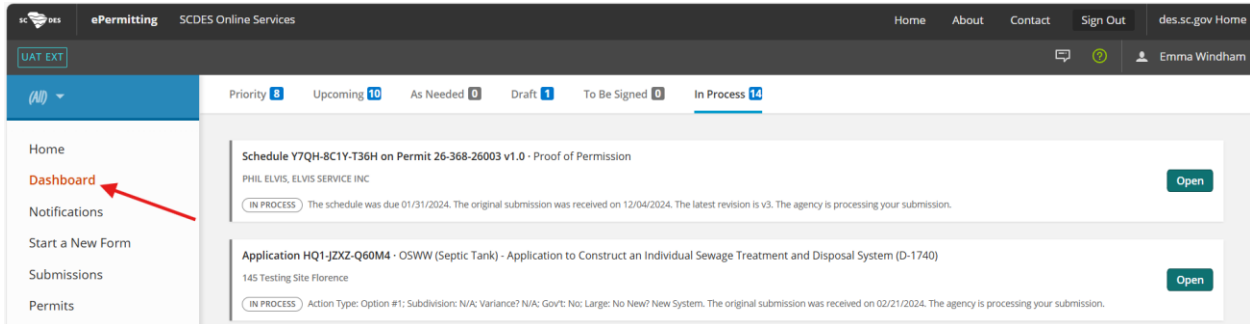


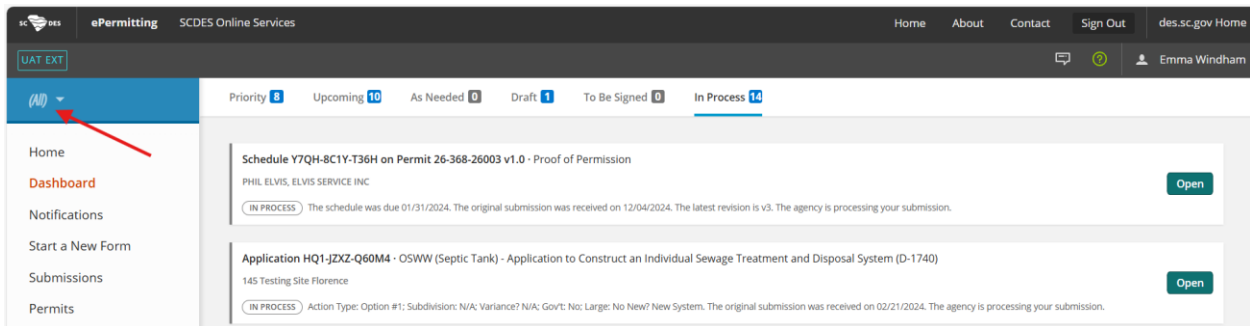
OSWW Copy Submission Function Guidance

1. Log into your account, you will be navigated to your **Dashboard**.

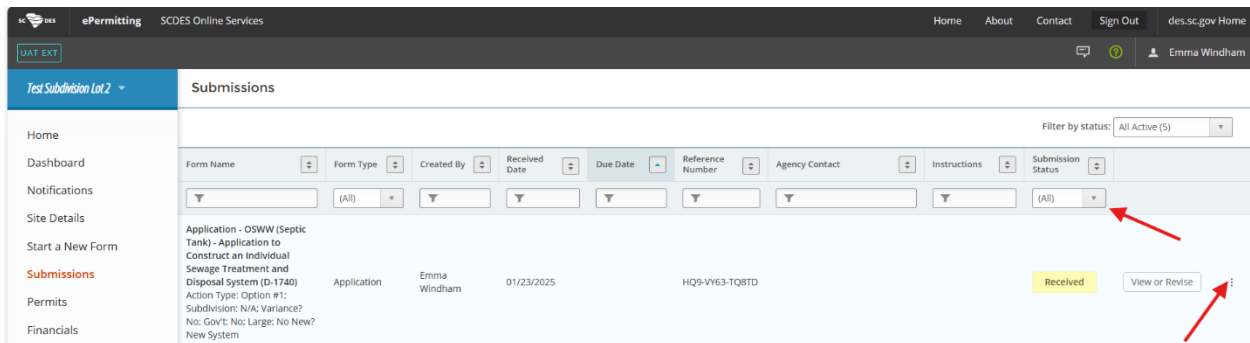


2. If you have multiple sites associated with your account, you will see **ALL** displayed in the top left site menu.

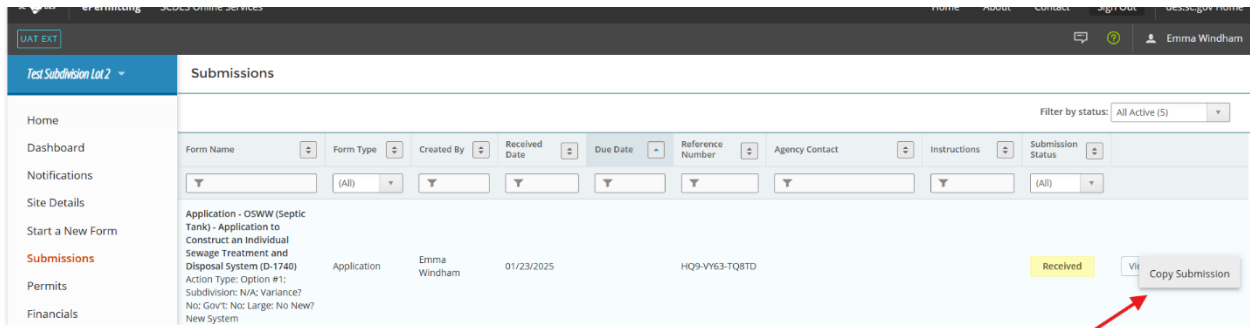
3. Click the dropdown menu beside **ALL**. Selected a site you wish to use to copy a submission. For example, if you are submitting applications for a subdivision, you would want to select a site for which you have already submitted an application.



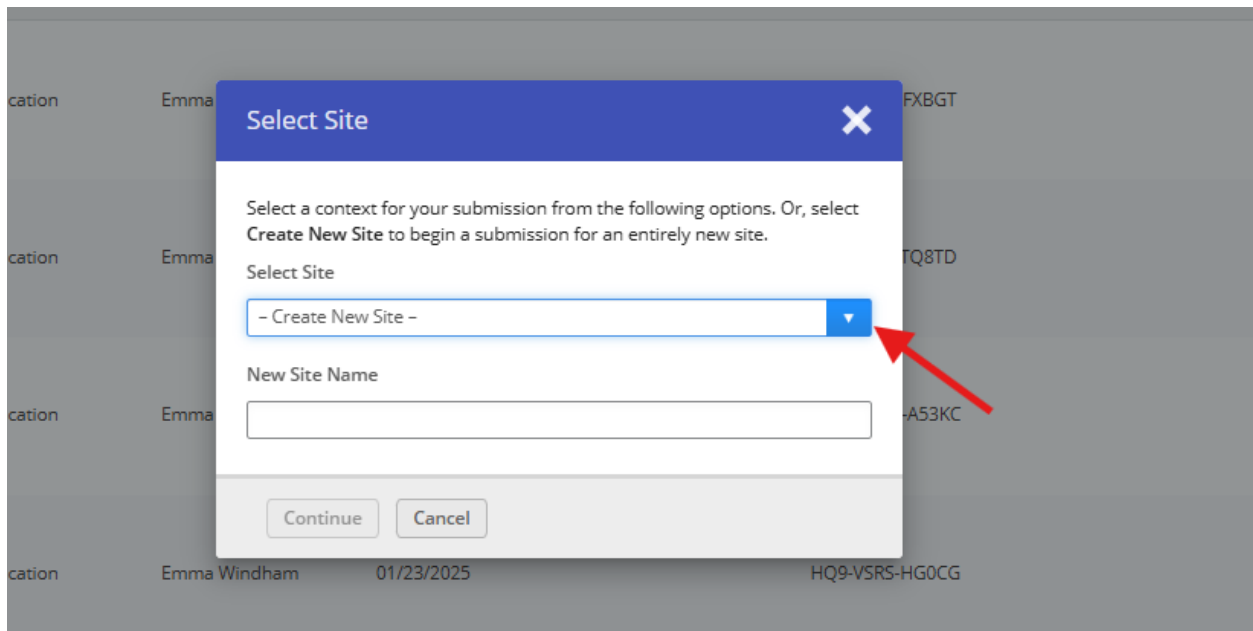
4. Once you have selected the appropriate site, select Submissions from the menu on the left. This will display all submissions associated with this site. If you do not see any submissions listed, make sure you have the filter set to show “**All Submissions.**”



5. Once you see the submission you want to copy, click the ellipses (three dots) on the right side. “**Copy Submission**” will display.



6. A pop up will display asking you to select a site. It will default to the site you are currently working on. Click the dropdown menu and select the “– Create New Site –” option.



7. You will now be navigated to the OSWW Septic Tank Application. Click Begin Form Entry.

OSWW (Septic Tank) - Application to Construct an Individual Sewage Treatment and Disposal System (D-1740)

VERSION 25.0

INSTRUCTIONS

Prior to starting the Application, please note:
A boundary plat, deed, or other legal document specifying the lot size shall be furnished by the applicant. The applicant shall provide a legal description that specifies lot boundary lengths for lots two (2) acres or smaller in size and upon request for any lot greater than two (2) acres in size.

Prepare the Property

- Place the Site Location Card in a clear, sealed plastic bag and post at the entrance of the property. Place the Septic Location Card in a clear, sealed plastic bag and post at proposed location of septic system. - [Print Site Location Cards PDF](#)
- All property corners and lines are to be clearly marked or cut, and visibly identifiable. Flagging tape is recommended.
- Mark the corners of the proposed home or commercial building with labeled wooden landscape stakes or 24" stake flags, which are available at your local home improvement store. The "footprint" should represent total dimensions and include walkways, flower beds, steps, porches, decks, etc.
- Mark the corners of other proposed buildings, pools, or structures that may influence placement and configuration of the wastewater system.
- Mark any existing and/or proposed wells.
- Mark proposed plumbing stubout.
- Clear underbrush, thick vegetation, and any other features that may inhibit the site evaluation. This degree of clearing should expand at least 150 feet in all directions from the proposed building site. Additional clearing may be required.
- Any grading or site alteration could lead to site reevaluation fees, negatively impact the wastewater system, or lead to permit revocation.

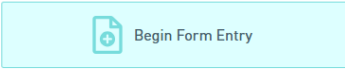

Complete the Application

- The required fields must be completed
- Applicant Name – If a permit is issued, the Applicant will become the Permittee. You must be a property owner, general contractor or agent representing the property owner, or developer who seeks to apply for an onsite wastewater system.
- Mailing Address – The address where you, the applicant, receives mail.
- Site Location – The location of the property on which you wish to construct an onsite wastewater system. TMS is the Tax Map # and the PIN is the property identification number.
- Property Sketch – This must be completed as per the requirements on the bottom of the sketch.

CONTACT INFORMATION

Main Address
To find your regional contact, please select your county from the link below.

ADDITIONAL LINKS
[Regional Offices](#)
[Reg 61-56 Onsite Wastewater Systems](#)
[Property Owner Permission Letter Template](#)

8. The form will prefill with information from the submission you copied. Change any form answers as necessary. At a minimum, make sure the site address and TMS No. reflect that of the newly created site. We will now navigate through the sections of the form, changing information as necessary.

9. You will need to change the Site Name in the application to reflect the name of the new site, so it is a good idea to make a note of the site name somewhere for reference when you create it. Update the Site Address, Site Physical Location, and TMS No. as necessary.

Application to Construct an Individual Sewage Treatment and Disposal System (D-1740) Calculated Fee Computed at Payment

Version 1 Form Version 25.0

- Applicant Information
- Additional Contact(s)
- Site Information**
- Water Source
- Property Type
- Site Plan Drawing and Additional Documentation
- Pre-Submission Checklist
- Review
- Certify & Submit

Site Name
Subdivision Lot 2

Site Address
Address Line 1
123 Manning Lane
Address Line 2

City: Darlington State/Area: SC Postal Code: 29532

Site Physical Location

LOCATION COORDINATES

10. Progress through each section of the form, ensuring that all questions have been answered appropriately. You will need to upload a Site Plan and Plat or Deed for the new site.

Application to Construct an Individual Sewage Treatment and Disposal System (D-1740) Calculated Fee Computed at Payment

Version 1 Form Version 25.0

- Applicant Information
- Additional Contact(s)
- Site Information
- Water Source
- Property Type
- Site Plan Drawing and Additional Documentation**
- Pre-Submission Checklist
- Review
- Certify & Submit

impact the wastewater system or need to permit

*** Site Plan**
Follow the link below for an example Site Plan sketch
Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload
OR
CHOOSE FILE

Comment

[Example Site Plan Sketch](#)

*** County Plat or Deed**
Follow the link below for information on how to access a copy of a plat or deed.
Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload
OR
CHOOSE FILE

Comment

[County Plat or Deed | Registrar of Deeds](#)

11. Once you are done, Review the form, and click Certify and Submit. You will be prompted to pay the fee.

Have the corners of the proposed home or structure been marked with survey wooden landscape stakes or 24" stake flags?
Yes

Have the corners of other proposed buildings, pools, or structures that may influence placement and configuration of the wastewater system also been marked?
Not Applicable

Have any existing and/or proposed wells been marked?
Yes

Has the proposed plumbing stubout been marked?
Yes

Instructions for Clearing Vegetation
This degree of clearing should expand at least 150 feet in all directions from the proposed system site. Additional clearing may be required.

Please see the video below if additional clarification is needed.
[How to properly prepare a site for evaluation of a septic system](#)

Has underbrush, thick vegetation, and any other features that may inhibit the site evaluation been cleared?
Yes

Instructions for Plat/Deed Attachment
A boundary plat, deed, or other legal document specifying the lot size shall be furnished by the applicant. The applicant shall provide a legal description that specifies lot boundary lengths for lots two (2) acres or smaller in size and upon request for any lot greater than two (2) acres in size. When a dwelling or facility is to be served by a remote subsurface wastewater infiltration area, the applicant must provide appropriate easement(s). An appropriate easement must allow ingress and egress for construction, operation, maintenance, replacement and repair and must run with the land.

Has a copy of the Plat or Deed been included with this submission?
Yes

Is the site active and ready for evaluation?
Yes

NEXT SECTION
Certify & Submit

Print Review

12. Once you have paid the fee or generated an invoice for submitting a payment by mail, you will be navigated back to your Dashboard if you select “Go to ePermitting Home.”

13. From there, you will see the newly created site if you select the dropdown in the site menu at the top left. You can select this site and the newly submitted application will show up on your Dashboard under In Process.

SCDES ePermitting SCDES Online Services

UAT EXT

Test Subdivision Lot 2

Home

Dashboard

Notifications

Site Details

Start a New Form

Submissions

Permits

Financials

Priority 1 Upcoming 0 As Needed 0 Draft 1 To Be Signed 0 In Process 5

HIGH PRIORITY

Application HQ9-YYY9-YHJHQ - OSWW (Septic Tank) - Application to Construct an Individual Sewage Treatment and Disposal System (D-1740)

Test Subdivision Lot 2

DRAFT This draft was created on 01/27/2025 by Emma Windham and has not yet been submitted.

Continue Delete Draft

14. You can repeat these steps as necessary if you are submitting applications for multiple lots within a development or subdivision.