



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting
**BRP WP 63 Disposal System Construction Permit for State or Federal
Facilities**
Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™.

Instructions & Support Materials provide guidance on how to prepare a permit application.

These *Permit Applications*, supporting documents, and the fee payment (if applicable) must now be submitted through the [ePLACE Portal](#). See ePLACE step-by-step instructions on the mass.gov page for this application.



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1. What is the purpose of this permit?

This permit is necessary to ensure that the disposal of sanitary sewage through the use of a subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

State and federal facilities must obtain approval from MassDEP for new systems, upgrade of small systems (less than 10,000 gallons per day), upgrade of large systems (10,000 to 15,000 gallons per day), which are *not* failing, expansion of an existing system, and pumping prior to septic tank, with or without variances pursuant to 310 CMR 15.000. In all cases, time extensions for issued Disposal System Construction Permits, Discontinuance of Percolation Tests, and Certificate of Compliance for state and federal facilities are part of this application.

2. Who must apply?

Any state or federal organization that is required to obtain MassDEP approval of a proposed subsurface sanitary sewage disposal system in accordance with 310 CMR 15.000.

Upgrades to large failing systems are *not* included as part of this application, such applications are filed under BRP WP 61d.

3. What other requirements should be considered when applying for this permit?

- Local Upgrade Approvals and Variances to Title 5 require notification to abutters prior to the date of submission of the application to MassDEP and proof of the notification to be submitted (see 310 CMR 15.411 and 15.405).
- A complete site evaluation including, but not limited to, a soil evaluation and percolation test must be completed prior to the issuance of the Disposal System Construction Permit.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

The application fee is \$1140.

Note: This application and fee is for the approval of up to four (4) systems at one facility or at contiguous facilities (e.g., cottages at a state forest site).

5. Where should the application be sent?

The application must be submitted through ePLACE, located here: <https://eplace.eea.mass.gov/citizenaccess>

Additional visual ePLACE step-by-step instructions to assist in submitting your application are available at: <https://www.mass.gov/how-to/wp-63-disposal-system-construction-permit-for-state-or-federal-facilities>

- Log into the ePLACE Portal at: <https://eplace.eea.mass.gov/citizenaccess> and create an account.
- Once logged in, click on the large blue button on the right, "File an Online Application".



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- Read and agree to the disclaimer. Click “Continue”.
- To find this application, click on “Apply for DEP Authorization – Water Pollution Wastewater (WP)”, and check on WP 63, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WP 63 application and supporting forms are to be completed in MS Word™ or Acrobat Adobe PDF™ and attached in the Documents section.
- Note that you can return to an application provided you select “Save and Return Later”. Once you submit an application you can no longer upload documents without approval from MassDEP personnel.
- At the end of the application steps, the ePLACE system will take you directly to a screen where you can pay the fee, if applicable. Complete payment information in ePLACE.
- Once an application has been submitted, you will receive an email that will provide you the record number.
- From the “My Records” button, you will be able to view the status of your application through the review and approval processes.

Important Contacts

- For technical assistance regarding online filing, contact the ePLACE Help Desk Team at (844) 733-7522 or ePLACE_helpdesk@mass.gov.
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

7. What is the annual compliance fee?

There is no compliance fee for any of these categories.

8. How long is this permit in effect?

The approved systems must be built within 3 years of the date of issuance of the Disposal System Construction Permit. Provided the systems are built in this time frame, approvals remain valid as long as the systems and facilities served remain unchanged or until MassDEP revokes or modifies the approval.

9. How can I avoid the most common mistakes made in applying for this permit?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Include all forms and information required by the application (i.e Local Upgrade Approval Form, notification to abutters).
- d. Submit the application & documents listed above and pay fee through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.

10. What are the regulations that apply to this permit? Where can I get copies?

These regulations include, but are not limited to:



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- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

MassDEP Regulations may also be obtained from MassDEP's website at <http://www.mass.gov/dep>.



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Application Completeness Checklist

- The application form has been completed. The following information has been provided:
- Name and address of applicant/owner.
- Location (address) of facility.
- Name, address and telephone number of design engineer or sanitarian.
- A completed Site Evaluation form.
- A completed Local Upgrade Approval form, if applicable.
- Complete sets of plans and specifications, including a locus map, have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.
- The required documentation in support of the variance request, if applicable.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$1140 (if applicable).

You can pay online in ePLACE or pay by mail in the form of a check or money order made payable to *Commonwealth of Massachusetts* (please follow email instructions provided to you once your application is submitted).