

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER
GROUND WATER DISCHARGES SECTION

Application to Obtain a Class I On-Site License

The following information will assist you in applying for an On-Site License.

1. Applications must be received by the Department at the address below, no later than the last day of the month **with a \$40.00 non-refundable application fee** (cash or check made payable to "Division of Water" is accepted). The completed application will be forwarded for review by the On-Site Systems Advisory Board (Board) on the first Wednesday of the next month. Applications are valid for six (6) months.
2. Upon application approval by the Board, written closed book examinations are given once a month, on the third Thursday of each month at 9:00 A.M. All exams are given in the Richardson and Robbins Building Auditorium, 89 Kings Highway, Dover, DE 19901. If the applicant receives a passing score on their examination (70% or better), the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. All materials required to take the exam(s) will be furnished. However, examinees are permitted to bring a calculator.
4. Applicants are required to show photo identification prior to testing. A driver's license is acceptable.
5. Anyone conducting business in the State of Delaware must have a Delaware Business License. Contact the Division of Revenue: New Castle County (302) 571-8200, Kent County (302) 744-1085 or Sussex County (302) 856-5358. Toll free for Delaware only (800) 292-7826.
6. The State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems (Regulations) are available in either the Dover or Georgetown Office for \$6.50 each. Make checks payable to the "Division of Water." The Regulations are available electronically free of charge at:

http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations_01112014.pdf

7. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948. Other information regarding Licensing is available via the internet:

<http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

Return the original application with the application fee to:

DNREC – Division of Water
Ground Water Discharges Section
Attn: On-Site Licensing Coordinator
89 Kings Highway, Dover, DE 19901

PLEASE KEEP PAGES 1, 2 & 6 FOR YOUR REFERENCE

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Definitions of Licenses

Class I – Construction Inspector: The Class I license authorizes the inspection of all new, replacement and repairs of small gravity on-site wastewater treatment and disposal systems, gravity on-site system component replacements and cover inspections for above grade gravity on-site wastewater treatment and disposal systems.

Requirement per the Regulations

- 4.5 All applicants for a Class A, B, C, D, E, F, H or I license will be required to pass an examination prepared and administered by the Department to test the competency and knowledge of the applicant regarding pertinent subject matter and the application and use of these Regulations.
- 4.11 With respect to Class I license the following shall constitute the Department's requirements:
- 4.11.1 A completed qualifications statement, on approved Department forms, which verifies the individual's knowledge and competency of the requirements of these Regulations.
 - 4.11.2 Possess, with a minimum of three (3) years of experience, either a Class B or C license.
 - 4.11.3 Furnish certification of required training completed under the Delaware Technical & Community College Training program or as approved by the Board.
 - 4.11.4 Not inspect any system which the licensee has installed as a Class E system contractor or any Class E system contractor working within the same company as the Class I construction inspector.

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Applications must be typed or printed and completely filled out.

APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
Class B License Number: _____ Date of License Issuance: _____ Class C License Number: _____ Date of License Issuance: _____		
Did you complete the DTCC Certificate Program? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Training: _____		
CERTIFICATION MUST BE ATTACHED		
CURRENT EMPLOYMENT INFORMATION		
Company Name	Date of Employment	
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
Description of Experience, Job Responsibilities and Duties (use additional pages if necessary) <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>		

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PREVIOUS EMPLOYMENT INFORMATION	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Description of Experience, Job Responsibilities and Duties	

PREVIOUS EMPLOYMENT INFORMATION	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Description of Experience, Job Responsibilities and Duties	

MISC. APPLICANT INFORMATION		
<p>1. Number of Years Experience in:</p> <p>_____ Percolation Testing</p> <p>_____ Designing On-Site Wastewater Treatment and Disposal Systems</p> <p>_____ Construction & Installation of On-Site Wastewater Treatment & Disposal Systems</p> <p>_____ Waste Hauling and Pumping</p> <p>_____ Inspection of On-Site Wastewater Treatment & Disposal Systems</p>		
<p>2. References: (Give the names of three (3) persons who may be contacted, and who attest to your character and business integrity.)</p>		
Reference #1	Reference #2	Reference #3
Name	Name	Name
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip
Telephone #	Telephone #	Telephone #

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The purpose of the examinations is to test the applicant's knowledge of the sections of the Regulations, which pertain directly to the type of license for which the applicant is applying. **You must obtain a 70% or better to receive a Class I license.**

Class I Examination

This examination consists of 35 multiple-choice and true/false questions each worth 2 points and 15 questions relating to a drawing each worth 2 points. The questions are on information contained in **Definitions, Section 2.0, Section 3.0, Section 4.0, Section 5.0 and Exhibits.**

Typical question:

- 1) With a three (3) inch building sewer line, cleanouts are required every _____ feet.
 - a. 45
 - b. 10
 - c. 30
 - d. 50

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