

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

**Application to obtain a Class C On-Site License**

The following information will assist you in applying for a Class C 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 from date received.
2. Upon application approval by the Board for license issuance the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. 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.
4. 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](http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations_01112014.pdf)

5. 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 – Water  
Ground Water Discharges Section  
Attn: On-Site Licensing Coordinator  
89 Kings Highway, Dover, DE 19901

**Definitions of Licenses**

Class C – Designer: The Class C license authorizes the design of conventional and alternative on-site wastewater treatment and disposal systems and all pressure distribution systems.

**Requirements 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.
- 4.7 With respect to Class C licenses the following shall constitute the Department's requirements:
  - 4.7.1 Registration as a Professional Engineer with the Delaware Association of Professional Engineers;
  - 4.7.2 A complete qualifications statement on approved Department forms which verify the individual's knowledge and competency in the field of on-site wastewater treatment and disposal system engineering and design.
  - 4.7.3 Pass an examination prepared and administered by the Department.

**PLEASE KEEP PAGE 1 FOR YOUR REFERENCE**





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**EDUCATIONAL INFORMATION**

**Undergraduate**

College

Curriculum

Dates Attended

Degree / Year

Applicable Course of Work

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.....

**Graduate**

College

Curriculum

Dates Attended

Degree / Year

Applicable Course of Work

.....

.....

**Short Courses, Refresher Courses and Training Program**

*(attended relating to on-site wastewater treatment and disposal systems)*

Course or Program

Date Attended

Sponsor's Name

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**MISC. APPLICANT INFORMATION**

1. References: (Give the names of three (3) persons, who may be contacted, and who attest to your character and business integrity.)

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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2. What other on-site system license(s) do you currently hold, if any:
- |                                                       |                                                        |
|-------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Class A (Percolation Tester) | <input type="checkbox"/> Class E (System Contractor)   |
| <input type="checkbox"/> Class B (Designer)           | <input type="checkbox"/> Class F (Liquid Waste Hauler) |
| <input type="checkbox"/> Class C (Engineer)           | <input type="checkbox"/> Class H (System Inspector)    |
| <input type="checkbox"/> Class D (Site Evaluator)     | <input type="checkbox"/> None                          |

3. Have you ever had a license surrendered, denied, suspended or revoked?

Yes      If yes, give dates and reason: \_\_\_\_\_  
 No      \_\_\_\_\_

Have you *previously* held an on-site license?

Yes      If yes, give dates: \_\_\_\_\_  
 No

4. Applications for a Class C On-Site License must include:

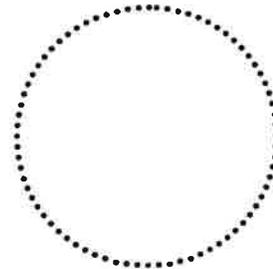
- An attachment listing all past or outstanding civil, administrative, or criminal proceedings instituted against the applicant (including any form of permit suspensions or revocations) for any environmental or regulatory violations over the past five (5) years, regardless of location. Include details of the violation, the proceedings, and the outcome of the proceedings **OR**
- The applicant states that he/she has not had any civil, administrative, or criminal proceedings for any environmental or regulatory violations filed against him/her over the past five (5) years. \_\_\_\_\_ (initials)

5. I understand that I may be required to supply additional data if requested by the Board.  
\_\_\_\_\_ (initials)

**I certify that the information contained herein is true, factual and complete, and I understand that fraudulent, erroneous or incomplete information shall render any license issued as a result of this application void. I further certify that I will conduct my duties in accordance with the State of Delaware's Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature



*Delaware Professional Engineer Seal Required*

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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 passing score.**

**Class C Examination**

This examination consists of 50 multiple-choice and true/false questions worth 1.2 points each and 20 questions relating to a drawing worth 2 points each. The questions are on information contained in **Definitions, Sections 2.0, Section 3.0, Section 4.0, Section 5.0, Section 6.0 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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