

Drinking Water and Groundwater Protection Division

**APPLICATION FOR A PUBLIC WATER SYSTEM PERMIT TO OPERATE**

*For: Public Community Water Systems, Non-Transient Non-Community (NTNC) Water Systems, and Transient Non-Community (TNC) Water Systems that require an Individual Permit to Operate*

**I: Water System Information**

Water System Name		WSID # <sup>1</sup>	
Town	Water System Type	Classification	
Administrative Contact <sup>2</sup>		Phone #	
Applicant <sup>3</sup>		Phone #	

**NOTES:**

- <sup>1</sup>**WSID#** : For new Water Systems write "New" if a WSID # has not yet been assigned to the Water System by the Division.
- <sup>2</sup>**Administrative Contact** is the Applicant's legally appointed representative designated to receive correspondence from the Division regarding the Water System.
- <sup>3</sup>**The Applicant** is the legal entity that is responsible for and has Operational Control of the Water System. Typically, the Applicant is the Owner of the Water System. If the entity other than the Owner is applying, the applicant must provide documentation establishing that they have operational control of and are responsible for the Water System.

**II: Purpose of Application**

- New Water System**  
*Please Attach:* System Description, including references to Source and Construction Permits; and the eCapacity Determination issued by the Division. Required for new **Community** and **NTNC Water Systems**, see Subchapter 21-15 of the Water Supply Rule.
- Existing System – Change of Ownership or Change of Operational Control**  
*Please Attach:* Record of Property Transfer or Sale, Documentation of the transfer of operational control and Responsibility for the Water System, and an updated Officials Contact Form.
- Existing System – Permit Amendment Request**  
*Please Attach:* Itemized list of requested changes with explanation of reasoning for each change, summary of improvements completed since last sanitary survey.
- Existing System – Permit Renewal**  
*IMPORTANT:* Use only for renewal of permits containing an expiration date.

**III: List of Attachments** (Attach additional sheets as necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IV: Applicant's Statement**

I, \_\_\_\_\_ (print name), \_\_\_\_\_ (title), hereby certify that the statements and representations made in this document are true and accurate to the best of my knowledge and that I am the Owner or have the lawful authority to sign this document on behalf of the Owner. I am applying for a Permit to Operate on behalf of a public water system, pursuant to Subchapter 21-5 of the Vermont Water Supply Rule. I consent to allow employees of the State of Vermont to enter the subject property and conduct all necessary inspections for the purpose of processing this application in accordance with state and federal safe drinking water standards and rule and the authority provided under the regulations being administered by the State of Vermont.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

Email \_\_\_\_\_

**Submit Electronically:**

Instructions: <http://dec.vermont.gov/water/contacts>  
<ftp://ftp.anr.state.vt.us/Public Water Supply/>

(NOTE: link **MUST** be opened in Windows Explorer, not a web browser)

**Submit by Mail:**

Drinking Water and Groundwater Protection Division  
 1 National Life Drive, Davis 4  
 Montpelier, VT 05620-3521  
 Phone: 802-828-1535  
 Fax: 802-828-1541

**FOR DIVISION USE ONLY:**

- Ownership Verified     Signature Verified     Administratively Complete     Technical Reviewer Assigned