

Frequently Asked Questions for Online Submittal of Wastewater System & Potable Water Supply Permit Applications

www.securevtanr.com

1. What is eDEC?

eDEC is ANR's secure, online system for electronic submittal of permit applications. There are three types of permits that can be submitted to ANR via eDEC: MSGP, UST Renewals, and Wastewater and Potable Water Supply. Users select the type of permit and then enter the permit application data. eDEC also allows users to upload documents (like plans) and to pay online.

2. Who can use eDEC?

Licensed designers and site technicians can use eDEC to submit wastewater permit applications, upload supporting documents (such as plans, variances, easements and hydro studies), and pay online.

3. What are the advantages of using eDEC?

Save time by submitting applications electronically. eDEC checks permit applications to make sure the form is completely filled out before it is submitted. This reduces the need to return incomplete permit applications. If there are problems with an application submitted on eDEC, site technicians/designers will be notified by email so the problem can be fixed quickly, rather than wait for a letter in the mail. Revised plans can be quickly uploaded for review.

Save money on postage. eDEC allows you to upload plans, saving the expenses for printing and mailing 3 copies of the plans.

Faster receipt of issued permits and plans: When supporting documents (such as plans, cover letters, and location maps) are uploaded (rather than submitted on paper), after the permit has been reviewed and issued, the permits and plans will be posted on the web within 24 hours of permit issuance. In addition, a hardcopy of the permit will be mailed to the applicant. Note that when the plans or any supporting documents are submitted in paper format, the issued permits and plans will be mailed out, as is current practice.

4. Do I have to upload plans to use eDEC?

No, you can continue to provide paper plans if you prefer. However, the permit and final plans won't be posted on the web immediately.

5. Do I have to pay online?

No, you may mail in a paper check (payable to "State of Vermont"), pay online using a credit card or pay online with an electronic check.

6. How is eDEC different from the current, paper based method of submitting a permit application?

The content of the application form is the same for paper and eDEC. eDEC does have some features built in to make the process of filling out the application easier.

Supplemental materials, such as plans, location maps and cover letters can be uploaded electronically.

Application fee can be paid online by credit card or e check.

7. What computer set up do I need to use eDEC?

You need a broad band internet connection to use eDEC. (Dial up could be used but it would be very, very slow).

Supporting documents (like plans, cover letters and location maps) that you want to upload to eDEC need to be in pdf format. You can create pdf files with a scanner or Adobe Acrobat software.

8. Can the landowner and designer sign the application electronically?

The designer can choose to sign the permit application electronically or on paper. The landowner must sign the application on paper. For the designer to sign the application electronically, they need to choose the role "Certifying Designer" when filling out the application. If they choose the role of "Form Preparer", they will need to sign the application on paper.

eDEC generates a Signature Sheet for the signatures of designers and landowners. The Signature Sheet is generated by the eDEC system after the application form has been completed and submitted. The designer or form preparer can then print out the Signature Sheet (or save it as a pdf file) for signing by the landowner. If the Signature Sheet has been saved electronically, it can be emailed as an attachment to the individuals who need to sign it.