



State of Vermont
PERMIT AND LICENSE INFORMATION

PUBLIC DRINKING WATER SYSTEM — OPERATING PERMIT

**SUMMARY
DESCRIPTION
OF PERMIT**

A permit to operate is one of three types of permits that the Drinking Water and Groundwater Protection Division (DWGWPD) issues to public drinking water systems. The other two are source and construction permits (see Sheets [22](#) & [23](#)). These permits help ensure that systems provide their customers with safe drinking water that meets state and federal requirements. The [Water Supply Rule](#) prohibits

- 1) anyone from operating a public water system without first obtaining a permit to operate; and
- 2) the DWGWPD from issuing a permit to operate to any system that contributes to or poses a significant public health risk.

**CRITERIA FOR
JURISDICTION**

A public water system is a system that has at least 15 service connections or serves 25 or more people for at least 60 days per year. Whether ownership is public or private does not affect jurisdiction. Systems that bottle drinking water for public distribution and sale are also considered public water systems.

There are four types of public water systems: public community water systems (PCWSs), non-transient non-community water systems (NTNCs), transient non-community water systems (TNCs), and bottled water systems. While all public water systems must have a permit to operate, other requirements (e.g., water quality monitoring) depend in part on the system type.

**EXAMPLE OF
REGULATED
ACTIVITY**

Examples of systems that might be public water systems include those that serve schools, daycares, factories, office buildings, motels, campgrounds, restaurants, delis, and/or residential service connections.

**INFORMATION
REQUIRED**

The owner(s) of the system must submit a completed “Water System Officials Contact Form” and an operating permit application, both of which are available on the division’s website (see address below). A permit to operate will only be issued after the division determines that the system will not contribute to or cause a significant health risk. This determination will be based on a variety of information, including water quality test results and the findings of a sanitary survey.

New PCWSs and NTNCs must also demonstrate that they have the technical, managerial, and financial capacity to operate in a sustainable manner in conformance with the state’s safe drinking water requirements. This process includes satisfying all conditions of the source and construction permits (e.g., submittal of an engineer’s certification that the system was constructed per the approved plans, and an Operations and Maintenance manual), obtaining a certified operator, submitting water quality monitoring plans, etc.

Existing water systems with deficiencies identified in a sanitary survey shall include with their application a proposed schedule stating when they will correct each item.

WEB ADDRESS <https://dec.vermont.gov/water/drinking-water/public-drinking-water-systems>

OPERATING FEES There is no application fee. However, there is an annual operating fee based on the type of system and/or the amount of water produced. The fees are listed here: <https://dec.vermont.gov/water/forms/fees>

APPLICATION TIME FRAME The performance standard for processing a complete application is 120 days for both a new permit and a renewal.

Applicants need to apply 30 days in advance of commencing operation of the system.

ADMINISTERING AGENCY

<p>AGENCY OF NATURAL RESOURCES DEPARTMENT OF ENVIRONMENTAL CONSERVATION DRINKING WATER and GROUNDWATER PROTECTION DIVISION</p> <p>CONTACT (for PCWS and NTNCs): Megan Young, Megan.Young@vermont.gov 802-585-4903</p> <p>CONTACT (for TNCs): Meredith Maskell, Meredith.Maskell@vermont.gov 802-585-4896</p> <p>ADDRESS: Drinking Water and Groundwater Protection Division Office 1 National Life Drive, Davis 4 Montpelier, VT 05620-3521</p>

AUTHORITY 10 VSA Chapters 48, 56 and 61, and 18 VSA §1218

APPLICABLE RULES Environmental Protection Rules, Chapter 21, [Adopted Water Supply Rule](#) - effective December 1, 2010

APPEAL PROCESS Effective January 31, 2005, within 30 days of the date of an act or decision, any person aggrieved by an act or decision of the secretary, or any party by right, may appeal to the environmental court in accordance with the provisions of [10 VSA Chapter 220](#).

OTHER PERMITS New systems or those making modifications may need a Construction and/or Source Permit (Sheets [22](#) & [23](#)). All systems need a Certified Operator (Sheet [24](#)).
Request a Project Review Sheet from a [Permit Specialist](#).