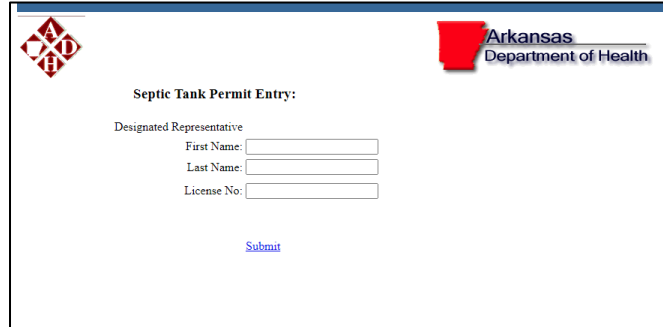


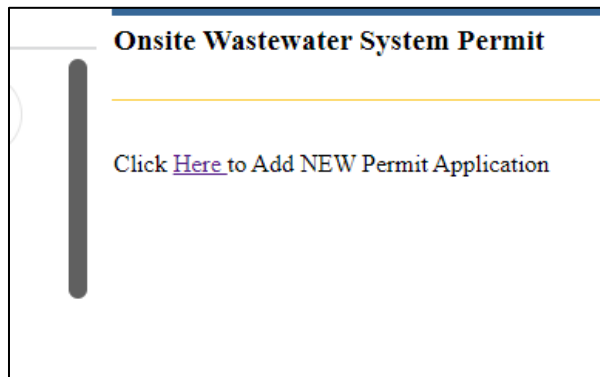
Online Septic Permit Portal Instructions

- 1) Go to <https://septic-tank-permit-online.adh.arkansas.gov/>
- 2) Log in using first and last name and license number



The screenshot shows the login page for the Septic Tank Permit Entry. It features the Arkansas Department of Health logo in the top right corner. The main heading is "Septic Tank Permit Entry:". Below this, there is a section for "Designated Representative" with three input fields: "First Name:", "Last Name:", and "License No:". A "Submit" button is located at the bottom center of the form.

- 3) Page should look like page below; click "HERE" to open



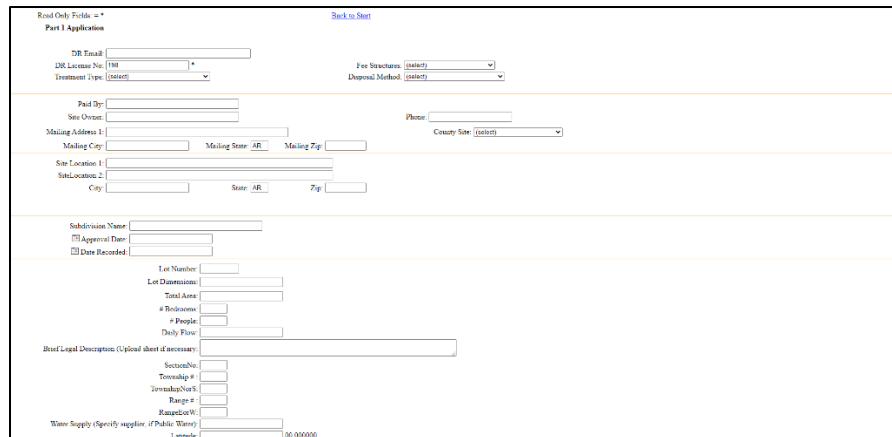
The screenshot displays the "Onsite Wastewater System Permit" page. The title "Onsite Wastewater System Permit" is prominently displayed at the top. Below the title, there is a large vertical grey bar on the left side. In the center of the page, there is a text prompt: "Click [Here](#) to Add NEW Permit Application".

- 4) Enter permit information

Double check fee structure box at top

ALL BOXES REQUIRE SOME INFORMATION (N/A or NONE or 0 are acceptable)

Except subdivision approval date for non subdivision properties



The screenshot shows the "Part I Application" form. It is a comprehensive form with multiple sections and input fields. The top section includes fields for "DR Email", "DR License No.", "Treatment Type", "Fee Structure", and "Disposal Method". Below this, there are fields for "Paid By", "Site Owner", "Mailing Address", "Mailing City", "Mailing State", "Mailing Zip", "Phone", and "County Seat". The next section contains "Site Location 1" and "Site Location 2" with sub-fields for "City", "State", and "Zip". The "Subdivision Name" section includes checkboxes for "Approval Date" and "Date Recorded". The "Lot Information" section includes fields for "Lot Number", "Lot Dimensions", "Total Area", "# Bedrooms", "# Pools", and "Daily Flow". The "Brief Legal Description" section includes a text area and fields for "Section No.", "Township #", "Range #", and "Range/Co/W.". The "Water Supply" section includes a text area and a "Latitude" field. The form is titled "Part I Application" and has a "Back to Start" link in the top right corner.

- Click on “Open Loading Rates”, “Open Seasonal Water Table Area”, and “Open Soil Criteria” to continue entering permit information

Longitude: -00.000000
Parcel #: XXX-XXXXX-XXX

[Open Loading Rates](#)

[Open Seasonal Water Table Area](#)

[Open Soil Criteria](#)

Do you have Attachment: Yes No

Attachments: No file chosen
[Upload](#)

TO THE OWNER

The permit for construction may be deemed invalid by the local Environmental Health Specialist before the start of construction, if the site and/or soil conditions have changed after approval of this permit, or if the information within this permit is inaccurate or has been found to be misrepresented. Approval for operation does not constitute a guarantee that the system will function properly. The approval states that the system was designed and installed according to the Arkansas Department of Health, Rules and Regulations Pertaining to Onsite Wastewater Systems, unless there are exceptions or deviations noted in the comments. A Permit for Construction is valid for one (1) year from the date of approval. the authorized agent must revalidate a permit more than one (1) year old prior to the start of any construction.

Utilization Verification

I hereby attest that the number of bedrooms (number of persons for commercial) and square footage of the structure that will utilize the designed individual onsite wastewater system in this permit application, is accurate. I have reviewed the permit application and understand the layout, installation, maintenance, operation and expense(s) that may be associated with this system.

Site Owner from above:

By checking box below I (the DR) certify that I have conducted the above tests and that the above listed information is in accordance with the latest requirements of the Arkansas Department of Health Rules and Regulations Pertaining to Onsite Wastewater Systems.

Designated Representative Above. Certify Box

[Submit](#)

- Upload attachments (permit layout, any spec sheets, OPT-A forms, etc).

If attachment file is too large, split into multiple attachments. Not necessary to upload an EHP-19 form. System will generate an EHP-19E form for EHS.

- Click “Submit” when finished. Correct any error messages (if any)
- Complete payment form and hit “Confirm”

Information is not saved on our servers until payment is submitted

ARKANSAS.GOV
GovPay

For Payment Questions:
1-877-727-EGOV or Live Help

Payment Summary

| | |
|--------------------------------------|----------------|
| Payment Due: | \$45.00 |
| Pay now through Arkansas.gov: | \$47.35 |

* The total amount has been adjusted to allow for the electronic processing of the transaction.

Please enter credit card information.

All fields are Required.

Name
(as it appears on the card)

Billing Address

Country

City

State

ZIP/Postal Code

Credit Card Type

Credit Card Number
(no dashes or spaces)

Expiration Date /

CVV Number: [What is CVV?](#)

Phone Number
(000) 000-0000

Email Address:

Site Map | Privacy Policy | Accessibility Policy | Security Policy
© 1997-2006 Information Network of Arkansas. All rights reserved. Arkansas.gov