

Please see the following instructions on how to submit a PTI:

1: Submit the completed PTI through the liquid files share link at the bottom of these instructions.

- For the subject line, please include County, & Project Name
 - Example: **Franklin County- Sanitary Sewer Extension**
- Please upload PTI Form A, any other PTI forms, and the plans as separate pdfs.

2: Once submitted, DSW will generate an invoice with instructions on how to pay online and email it to the applicant. The district contact will be cc'd in the email. Please notify the district contact when payment has been made.

3: The plans included in a PTI must be stamped & signed by a licensed Professional Engineer (PE) in the State of Ohio per OAC 3745-42-03(A)(1). Forms that require PE signature are labelled as such.

https://fileshare.epa.ohio.gov/filedrop/DSWPTI_submittals

For more PTI information, please visit our website [here](#).