Ohio EPA Division of Surface Permit to Install (PTI)

Electronic Submission Portal: ePlans
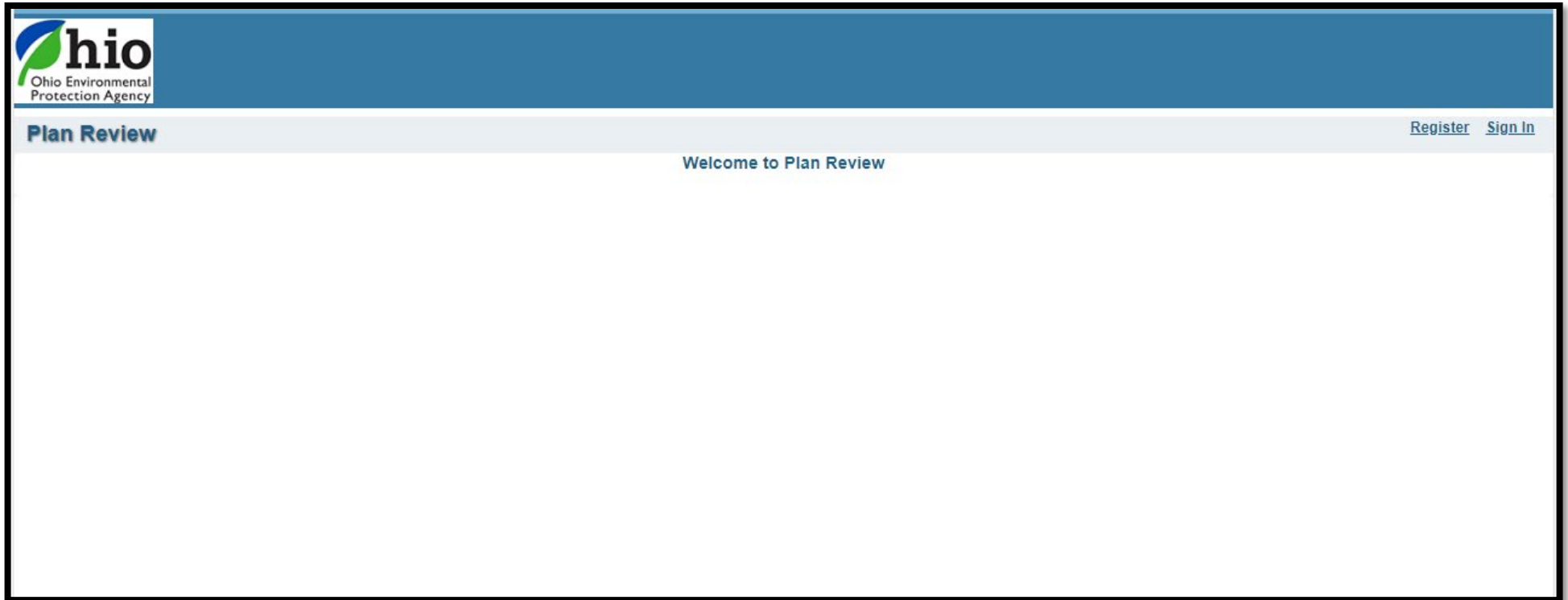
April 15, 2024

Ohio EPA, Division of Surface Water
50 West Town Street, Suite 700
Columbus, Ohio 43215
Telephone: (614) 644-2001

# Submitting a Permit-to-Install (PTI)

Welcome to ePlans. This portal is Ohio EPA Division of Surface Water's (DSW) new program for submitting Permit-to-Install (PTI) applications electronically. This service will help put applicants into direct contact with DSW staff, real time tracking an application, online payment, and the ability to view marked up plans, comment letters, issued permits, and stamped plans.

Electronic Plan Review Customer Portal

Getting Started on the Portal

1. Open Internet Browser from the task bar or start menu.
2. Navigate to: https://edocpub.epa.ohio.gov/planreview

You should now be in the Plan Review public portal website
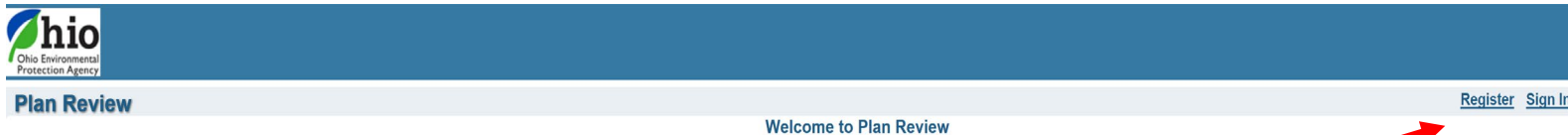
Registering an account and signing in
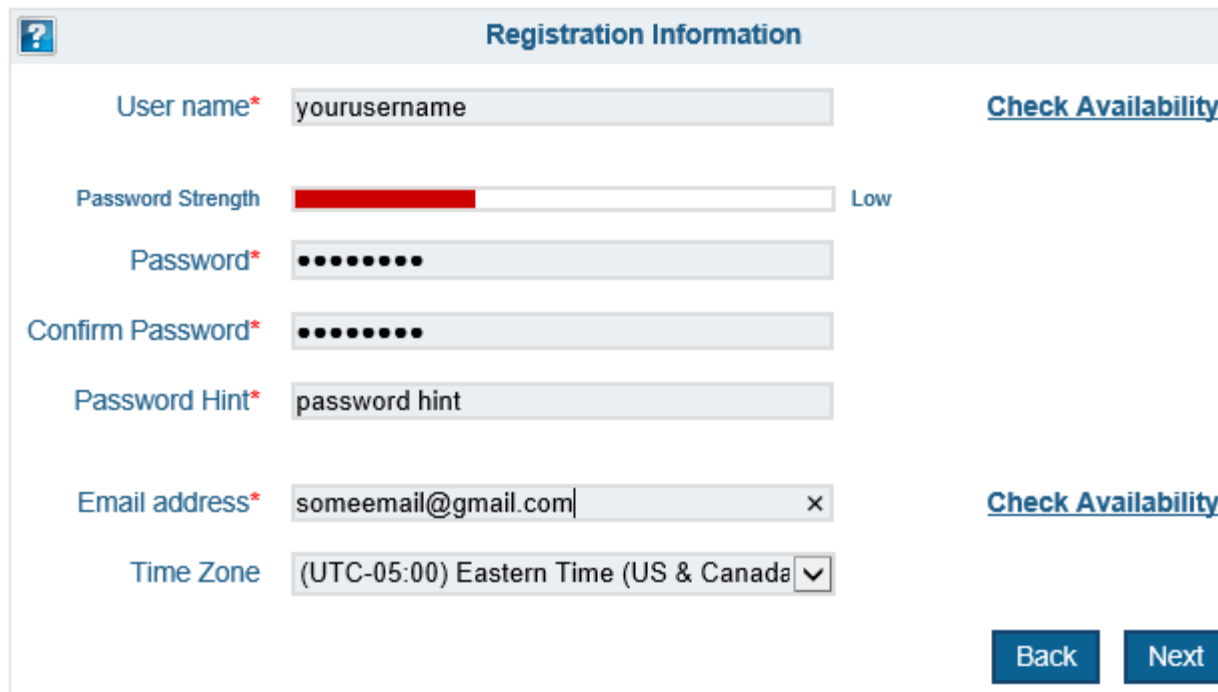
1. To register a new user account for the portal, click the **Register** link

2. **The Disclaimer text will be displayed**.

3. Click the checkbox to agree to terms and conditions and click the **Next** button.

4. Fill in the registration information with any account name and password you want to use. Click the **Next** button and then the **Create** button.

   Note: The user name can only contain letters and digits, no spaces or special characters.

After you register a new user account, you will receive an email confirming your registration in the Electronic Plan Review web site. See example below

A user account was created for you for Plan Review.

The signin name is ▇▇▇▇

The email address registered is ▇▇▇▇▇▇▇▇

The web site address is at https://edocpub.epa.ohio.gov/PlanReview

Group	Identifier	Name	Create Date	Status	Open
<None>	DSW-707	Video Training Project	2/15/2024	Plan Withdrawn	
<None>	DSW-608	Township WWTP	11/8/2023	Plans Approved	
<None>	DSW-669	Tony Nosko's TEST	1/23/2024	On Hold	
<None>	DSW-627	Tony Nosko Test	12/15/2023	Hold for Denial	
<None>	DSW-746	Tony Nosko	3/8/2024	Plans Approved	
<None>	DSW-678	Testing 02.09.2024	2/9/2024	On Hold	
<None>	DSW-674	TEST 01.30.2024	1/30/2024	Division Review In Progress	

This is what you will see when you first log into ePlans. Every application that has been submitted by you as well as the status of the application will be available. The statuses are:

Plan Submission: Application has not been submitted.
Coordinator Review: Application has been submitted and is awaiting payment.
Division Review in Progress: Application is under review.
On Hold: Application was put on hold.
On Hold for Denial: Application was put on hold as it goes through the denial process.
Re-Submission Required: Reviewer has sent marked plans and a comment letter back to applicant to submit revisions.
Plans Approved: PTI has been approved and plans have been stamped.
Closed: Project has been approved and documents have been sent out.

In the top left of the screen, there is the option to start a new project. From the dropdown menu, you will choose the DSW project type. To open a project that has already been submitted, click the folder icon next to the specific application. The project types are as follows:

DSW - PTI General Plan- GSE: This is for applicants submitting a project under the General PTI for gravity sewers.
DSW - PTI General Plan- Hydro-Demolition: This is for applicants submitting a project under the General PTI for Hydro-Demolition.
DSW – PTI Private: Privately owned sewers, wastewater treatment systems, and industries.
DSW – PTI Public: Publicly owned sewers and wastewater treatment systems.

Note: Project through WPCLF will still select one of the DSW listed project types above.

Once the project type is selected, you will be prompted to complete the project information tab. Secondary ID does not need to be completed for DSW related projects.

Under the roles tab, you will enter the information for the different parties involved in the project. This includes the Applicant, Consultant, Engineer, Future Owner, etc. The plus sign on the right side of the Roles bar will add roles to be completed. The minus button will remove any extra roles that may have been accidentally added. <u>Please include all necessary roles as this will be the information is required as it was in PTI form A.</u>

The lookup button can look up previously entered information. If the role is for cities, villages, townships, etc. the applicant can enter "City of" as the first name and "Columbus" as the last name.

Project Information

Project Name*	Application Test
Identifier	DSW-740
Secondary ID	
Review Type	DSW - PTI Onsite, Soil Based

Site Address

Street Number	50
Street Name *	West Town Street
	Suite 700
City *	Columbus
State / Province / Region *	OH
Postal Code *	43215

Roles

Applicant - Anthony Nosko

Role	Applicant
First Name*	Ohio EPA
Middle Name	
Last Name*	Staff

[Lookup] [Clear]

Address

Street Number	50
Street Name	West Town Street
	Suite 700
City	Columbus
State / Province / Region	OH
Postal Code	43215

Contacts

Business Phone	614-644-2001
Cell Phone	
Email	Test@epa.ohio.gov

Company

Company Name	Ohio EPA

Location Parcels (Limit of 14 characters)

Additional Information

ePlan Program *
Surface Water Permit to Install

Facility or CDA Name *
New Onsite Sewage Treatment System

County *
FRANKLIN

Submitter Email Address *
Anthony.Nosko@epa.ohio.gov

Is this a General Permit for Hydro–Demolition? *
No

Is this a General Permit for Gravity Sewers? *
No

Brief Project Description
New onsite sewage treatment system

Go to Form A

Close   Add

Complete the information above. Only answer yes if the application is for the general PTI for sanitary sewers or hydro-demolition. The submitter email address will be the primary contact for any comments regarding the application. If the application is for upgrades to an existing system, please enter the name of the facility into "Facility or CDA Name" then identify the upgrades in the project description. The county is the county the project will be in. Once completed, click on go to form A.

Additional Information

Project Type
(Check all that apply. Then scroll to top of page and complete selected Supplemental Forms. Note that external links have been provided as indicated)

☐ Sanitary Sewer (Form B1)

☐ Supplement to Form B1 (Attachment: Sewer and Pumping Stations)
https://epa.ohio.gov/static/Portals/35/pti/forms/PTIFormB1_att.pdf

☐ Onsite Sewage Treatment Systems (Form B2)

☐ Wastewater Treatment Plants Less Than 100,000 GPD (Form B3)

☐ Wastewater Treatment Plants Greater Than or Equal to 100,000 GPD and all Pond Systems (Form B4)

☐ Industrial Direct Discharge Facility (Form B5)

☐ Industrial Indirect Discharge Facility (Form B6)

☐ Underground Storage Tank Remediation (Form B7)
https://epa.ohio.gov/static/Portals/35/pti/forms/PTIFormB7.pdf

☐ Holding Tanks (Form B8)

Note: Holding Tank Management Plans & Land Application Management Plans may be required and are submitted on eBusiness Center in STREAMS. Click on the link below for more information.
Electronic Business Services | Ohio Environmental Protection Agency

Project Cost

Installation/Construction Cost **
$0.00

* This is costs of the treatment/dispersal/collection system that will serve for the project.

Cost Type *

Annual Operation/Maintenance Cost (if applicable – this project only) *

Are Water Pollution Control Loan Funds (WPCLF) going to be used for this project? *

Close   Add

Additional Information

| Submittal Details | Form A | Form B1 | Form B2 | Form B3 | Form B4 | Form B5 | Form B6 | Form B8 |

All sections of the form must be completed.
Fields marked * are required fields.

Fill out form A. You will come to the project type section of the form. If you check forms B1, B2, B3, B4, B5, B6, and/or B8, the forms will populate at the top to be entered. **Recommendation: If you plan to complete the forms at different times, after completing form A, click "add/Save" before adding any additional forms. Each form has required fields that must be entered prior to saving.** Forms, attachments to B4, attachment to B1, B7, B12, & B13 will be completed as PDFs and uploaded along with the plans. PTI project fees will auto populate when installation/construction costs are entered. If this is a WPCLF project, please make sure to note that in the project cost box with the dropdown in the bottom right. Once you have completed the form, click add. This will save the information entered if all required fields are completed.

Additional Information

Fee Calculations

Permit to Install (total maximum fee $15,100)

Application fee
$100.00

Plan Review (PR) fee
$100.00

Application Fee + PR Fee
$200.00

Installation/Construction Cost x 0.0065 (0.65%)
$427.97

Total PTI Fee
$627.97

NOTE: PE Stamp required

The plans included in this 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 labeled as such.

Go to Top

Close   Add

The fees will be auto calculated. There is a note that the plans require a P.E. stamp. The "go to top" button allows you to go back to the top of the page to complete any additional forms. **Add will update and save the information already entered. Note: there are required fields on every form that you may need. You cannot add until those fields are entered.**

Once all the forms are completed, click add at the bottom of the screen. Once processed, you will see the edit button and the note at the top. **DO NOT try to enter anything into the form prior to clicking edit. Changes will not be saved if not in edit.**

Project information: This tab is where the forms will be entered.
Plan documents: These are the documents that have been uploaded with the application.
Review Documents: These will be where marked plans and comment letters will be for your review when revisions are requested.
Approved Documents: Where the approved plans will be.
Related Projects: Shows other PTIs that may be associated with the facility.
Project Invitations: Tab where you can add other people to track the application.

Once the forms are complete, click on "add plan documents" to upload the plans and any additional information.

To add documents, click on browse. Choose the discipline and sheet type. When entering descriptions, please follow the instructions on the screen above and label accordingly. This will help the reviewer identify the contents of the file. Plan sheets may be uploaded in batches or as a single file, whichever is more applicable. Once everything is completed click "upload." The upload status will switch to "success" and the revision number will be 1. Additional documentation such as soil and site surveys, engineering reports, etc. may be uploaded here as well. Once everything is uploaded and your forms are complete, click "Submit for Review." **Note: If the plan set is multiple documents, please upload them in order from the first plan sheet to the last plan sheet as shown above.**

The application has now been submitted to Ohio EPA. You will receive an email with the revenue id and instructions on how to pay online when it is ready to be paid.

Project Invitations

Additional agencies, companies, consultants, people, etc. who will need to track the progress of the PTI application as well as have access to the approved plans, letter, and report can be added to the project invitation tab.

1. A submitter may invite a person with interest in the project to have access to have viewing rights to the project or even be able to upload.
2. Select a project and open it.
3. Select the "Project Invitations" tab in the top middle of the screen.
4. Under "Manage Invitations", click on Invite User.
5. Choose the type of access you want to give, either "View Only" or "Upload Access".
6. Enter the email address of the person you are giving access.
7. Click on Invite.
8. The person invited receives an email that a project is being shared.
9. The person invited must log in to the portal and register an account.
10. When the invited person registers an account, they must use the email address where they received the invite.
11. Once registered, under the "Projects" tab, there will be a list of the projects they have been invited to follow and will have access to see what stage the projects are.

Payment

When the application is ready for payment, you will receive and email with the PTI fee, $200 + (Construction Cost*0.0065), with the project name, id, and instructions on how to pay online in Ohio EPA eBusiness Center. Once paid, the review process for the application will begin. A review will not begin until payment is received. Instructions on how to pay online are here: eDMR_PayFees.pdf (ohio.gov)

Comments and Resubmissions

When Ohio EPA is finished reviewing an application and revisions are needed, the comment letter and marked plans will be sent back to the submitter through the ePlans portal for review and resubmission. An email will be sent to the submitter notifying them that a resubmission is required. The email will contain the project name and project ID. Submitters will receive reminder emails after 14, 30, 60, & 90 days. Once the email is received, the comments and marked plans are ready for your review. As you can see in the above picture, the status of the project is "re-submission required." For the specific project, click on the folder to the right under the open column.

On this screen under the review documents tab, you can review the comment letter and marked plans. The comment letter will include comments on the plans including the document and page number as well as any additional comments on the forms entered on ePlans. Forms can be edited by clicking the edit button under the project information tab. To upload revisions and a response to comment, if necessary, click on "Add Plan Documents."

To upload revisions to plans, go to the specific document that needs the revisions and click the paper icon with the up arrow under actions to upload the revision. The revision number will count, in this case to 2, and the upload status will be success. To upload response to comment letter, click the browse button and upload the letter like you would do with an initial submission. Once completed, click submit for review and it will go back to Ohio EPA for review.

Issued Permits and Approved Plans

When plans are approved, everyone on the distribution list will receive an email with the permit and the PTI report attached, if one is included. In the email, there will be instructions on how to download the stamped plans on Ohio EPA's public records portal. The applicant can also log onto ePlans, open the the project, and go to approved documents. The approved documents tab will include the permit, PTI report, and the stamped plans for download. Note: If you invite others using the project invitations tab, they will also be able to view the documents in this portal.