

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

General instructions for submitting documents via the [Public Upload with Payment](#) site are available on the Department of Environmental Protection's (DEP's) [Electronic Application Form Uploads](#) site. These instructions are a supplement to the general instructions and should be used when submitting any Safe Drinking Water (SDW) permit application. DEP encourages but does not require the submission of SDW permit applications through Public Upload.

NOTE: If a fee is required for your submission, the fee must be paid online at the time of submission through the Public Upload site. If you wish to pay with a physical check, you may follow the application instructions for submitting a physical copy of the application package.

To get started, go to DEP's [website](#) and first select **Data and Tools**, then **Electronic Submissions**, and click on the link for "[Public Upload](#)." All items with an asterisk (*) must be completed prior to submission.

RESUBMITTAL

Resubmittal

If you are attempting to submit a new form to DEP; please answer 'NO' to the resubmission question and you will see the Public Upload form to complete a new submission.

If you are resubmitting a form which was previously submitted to DEP and required an update, please answer 'YES' to the resubmission question and you will see further instructions on how to start the resubmission.

Is this a resubmittal?* Yes No

Users will first be asked whether they are resubmitting a form that was previously submitted to DEP and requires an update.

- For all new submissions, select "**No**" and click Continue.
- For resubmittals, select "**Yes**" and refer to Resubmittal for instructions (link).

SUBMITTER INFORMATION

Public Submission

Submission Information

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

Submission Information

1. Enter the **Submitter Name**. This should be the name of the person who should be contacted with questions regarding the application.
2. Enter the submitter's **Organization Name**, **Email Address**, and **Phone Number**. A system-generated email will be sent to the email address entered here.

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

SUBMISSION INFORMATION

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)

Submission Type - Select from the list*

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

1. The drop-down menu next to **Filter Submission Types by Program (optional)** can be used to limit the Submission Type options to a specific DEP program. For Safe Drinking Water submissions, select **Safe Drinking Water SDW**.

Please Note: If the incorrect program is chosen under the “Submission Types by Program (optional)” the submission will be returned.

Use the drop-down menu to select the **Submission Type** from the list. You can search the list by entering text into the box at the top of the drop-down menu. Many of the **Submission Types** have a built-in text description detailing that particular SDW submission.

Please Note: If the incorrect “Submission Type” is chosen the submission will be returned.

Submission Type	Submission Reason
Community Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0002)	For Permit required to construct New or make an Amendment (Major or Minor) to a Community Water System.
Operation Permit Request for Public Water Supply	For the following submissions: <ul style="list-style-type: none"> • Submittal for an Updated Operation Permit • Certificate of Construction (3900-FM-BSDW0062); • Satisfactory microbiological test results; • Acceptable VOC results; Or other special conditions required to receive the operation permit.
Transfer of Public Water Supply Permit(s) Application (3900-PM-BSDW0040)	For Transfer of a Public Water Supply Permit. Any other work to be completed will require the appropriate Permit.
Emergency Permit Public Water Supply Permit Application (3900-PM-BSDW0002)	For emergency permits only. Permit will have special conditions and be for a limited timeframe.

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

<p>Noncommunity Water System Approval Applications (3940-FM-BSDW0568)</p>	<p>For Approval eligible for Noncommunity Water Systems obtaining water supply from groundwater requiring treatment no greater than hypochlorite or ultraviolet light disinfection to reduce total coliform and which otherwise meet all primary MCLs, action levels, and health advisory levels.</p>
<p>Noncommunity Water System Operations Approval Submittal</p>	<p>For Operations Approval of Noncommunity Water Systems. Approval requests should only be submitted after the Department's approval to construct/modify and the work has been completed.</p>
<p>Noncommunity Water System Demonstration of 4-Log Treatment of Viruses Application (3900-FM-PM-BSDW0149b)</p>	<p>For Noncommunity Water Systems Permit requiring or requesting 4-log virus treatment.</p>
<p>Noncommunity Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0002)</p>	<p>For Permit required to construct New or make an Amendment (Major or Minor) to a Noncommunity Water System.</p>
<p>Noncommunity Water System Transfer Application (3940-FM-BSDW0570)</p>	<p>For a Transfer Application to change ownership of a Noncommunity Water System Approval (not for Permit Transfer).</p>
<p>In-State Bottled Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0077A)</p>	<p>For all In-State Bottled Water Systems Permits.</p>
<p>Bulk Water Hauler Public Water Supply Construction Permit Application (3900-PM-BSDW0077E)</p>	<p>For Permit required to haul and distribute bulk water for human consumption.</p>
<p>Out-of-State Bottled Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0077B)</p>	<p>For Out-of-State Public Water Supply (PWS) Permit required to sell bottled water in Pennsylvania.</p>
<p>Retail Water System Operations Public Water Supply Construction Permit Submittal (3900-PM-BSDW0077D)</p>	<p>For Permit required to install and operate a retail water facility.</p>
<p>Vended Water System Permit-by-Rule Public Water Supply Permit Application (3900-PM-BSDW0014)</p>	<p>For the Special Permit-by-Rule requirement submission. To be completed by Vended Water Systems which qualify.</p>
<p>Vended Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0077C)</p>	<p>For Permit required to install and operate Vending Machines that do not qualify for the Special Permit-by-Rule requirements.</p>
<p>Corrosion Control Treatment Basic Feasibility Study (383-3000-307)</p>	<p>For submission of Feasibility Study to identify corrosion control priorities.</p>
<p>Pilot Study Application (3940-FM-BSWDW0017)</p>	<p>For the following Permit applications:</p> <ul style="list-style-type: none"> • New treatment technologies; • Addressing an emerging or unregulated contaminant; • Or for other circumstances that may require a pilot study.

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

Pilot Study Final Report	For the submission of a Pilot Study Final Report. Must summarize the: <ul style="list-style-type: none"> • Piloting events; • Results; • Water quality analyses; • Recommended treatment method; • And breakthrough curves (if applicable).
Water Allocation Notice of Succession to Water Rights (392-2130-012)	For Notice of Succession to Water Rights submitted by new owners of a water system.
Water Allocation Permit Application (3900-PM-WM0001)	For surface Water Allocations Permit required for direct withdrawal of surface waters and for purchase of surface waters from another Public Water System.
Water Allocation Permit Modification Order Request	For Modification Order for minor change requests in the Water Allocation Permit conditions.

- The **DEP Program Area** will automatically populate based on the **Submission Type** selected and cannot be changed manually. This should be **Safe Drinking Water SDW**.
2. Select the **Request Type** from the drop-down menu.

For example, if submitting **Community Water System Public Water Supply Construction Permit Application (3900-PM-BSDW0002)**, use one of the following:

 - a. **AMENDMENT, MAJOR** – to submit a permit for [major modifications](#)
 - b. **AMENDMENT, MINOR** - to submit a permit for [minor modifications](#)
 - c. **NEW** – for a new Community Water System

For example, if submitting **Noncommunity Water System Approval Applications (3940-FM-BSDW0568)**, use one of the following:

 - a. **NEW** – for a new (has no SDW approval) Noncommunity Water System
 - b. **Modification** – to modify Noncommunity Water System that currently has an SDW approval
 3. If your system has a PWSID No., please enter it in the **Permit#/Project#** box. If a PWSID No. has not yet been assigned, leave blank.
 4. Enter the Applicant EIN number in the **Applicant EIN** box.

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

PROJECT ADDRESS and SUBMISSION NOTES

Project Address

Address

City State Zip Code

County/Municipality/Region*

County(ies)	Municipality (ies)	Is Primary?	Region(s)	Edit	Delete
No data to display					

Add County/Municipality/Region

Submission Notes

Provide any necessary comments below for the review staff

Project Address

Enter the address of the facility as listed on the permit application.

County/Municipality/Region (for In-State Submissions)

1. Select **Add County/Municipality/Region** and select the **County** and **Municipality** in which the project is located from the drop-down menus. Check the box next to **Primary** to indicate if this is the primary (where most of this project will be located) County and Municipality for the project.
 - Note: The project location may be different from the main PWS Address.
2. The **Region/District** office will automatically populate based on the **County**. The submittal will be sent to the offices(s) listed.
3. If the project is located in more than one **County** and/or **Municipality**, select the **Add County/Municipality/Region** button again to add more **Counties** and **Municipalities**.

County/Municipality/Region (for Out-of-State Submissions)

1. Select **Add County/Municipality/Region** and select **Out Of State** and **Out of State Municipality Borough** for the **Municipality** from the drop-down menus. Check the box next to **Primary** to indicate if this is the primary **County and Municipality** for the project. The **Region** be will automatically populated blank when **Out of State** is selected. The submittal will be sent to the Bureau of Safe Drinking Water.

Submission Notes

Enter any additional comments that may help DEP review staff process your request.

SUBMISSION FEE

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

Submission Fee		
Is your organization exempt from submission fees?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Description	Fee Amount	Total
	\$ 200	\$ 200
		\$ 200

All submissions should be marked as non-exempt from fees for SDW applications.

The predetermined [applicable fee](#) will be displayed for certain submittals based on the **Submission Type** and **Request Type** selected above.

For some **Submission Types**, the fee amount may vary depending on the type/size of PWS. In these cases, the **Submission Fee** section will display a field where the fee can be entered. Enter the appropriate fee for your project according to the Application instructions.

Submission Fee		
Is your organization exempt from submission fees?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Description	Fee Amount	Total
	\$ <input type="text" value="0"/>	\$ 0
		\$ 0

PUBLIC MODULE ATTACHMENTS

Public Module Attachments (0)	
<input type="button" value="Attach Scanned Form"/>	
	<input type="button" value="Submit"/>

An attachment is required for every submission. Select **Attach Scanned Form** to upload all relevant files. More than one file can be uploaded. Include all information as required by the permit application instructions and checklist (if applicable) or the permit application may not be considered complete.

Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications

Submission Fee

Is your organization exempt from submission fees? Yes No

Description	Fee Amount	Total
	\$ 200	\$ 200
		\$ 200

Public Module Attachments (0)

[Attach Scanned Form](#)

[Pay & Submit](#)

If no fee is due, select **Submit** to send the submission to DEP. A confirmation should be sent to the email address listed in the **Submitter Information** section.

If an application fee is due, select **Pay & Submit** to move to the payment screen.

FEE PAYMENT



Safe Drinking Water Payment Page

Review Your Order

Total Amount: USD 50.00

[« Return to Safe Drinking Water Payment Page](#)

Choose Payment Option



Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Application Fees may be paid online using a credit card or check. Select the desired payment type, enter all required information, and select **Pay** to process your payment. You will be directed to a confirmation page with the option to **Print Confirmation**, and a confirmation email should be sent to the email address listed in the **Submitter Information** section.