



Office of Public Health – Onsite Wastewater Program  
(<http://www.privatewaterandsewage.dhh.louisiana.gov>)

## Homeowner Installer/Maintenance Applications Checklist

(Only for Onsite Wastewater Installer Workshop attendees)

- Homeowner Installer/Maintenance Application
- Notarized and signed affidavit
- LDH-OPH Central Office letter of passing Onsite Wastewater Installer Workshop
- Submit proof of passing LDH-OPH’s Homeowner Installer/Maintenance Certification Program – held at regional offices throughout the state
- If an installation is going to be performed, then provide the original manufacturer endorsement for the brand of mechanical plant to be installed
- If applying for homeowner maintenance certification, then provide proof of possession of operation and maintenance manual for the make and model of mechanical plant installed at your residence
- Comments: \_\_\_\_\_

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## HOMEOWNER APPLICATION

A homeowner is allowed to install and/or maintain his/her individual mechanical treatment plant at their primary residence only, in accordance with Louisiana Revised Statutes 40:1156 A & B. (See below for the homeowner's installation or maintenance requirements).

Homeowner Application  
Rev. 6/1/2020

Please print in ink or type.

Applicant Legal Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Area Code/Telephone: \_\_\_\_\_ Parish/County: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of most recent training (must be within five years): \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I am applying to (check one):

**Install a mechanical treatment plant**

Requirements to install:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Obtain and submit an original endorsement from a licensed manufacturer for the brand of individual mechanical plant the homeowner wishes to install.

**Maintain a mechanical treatment plant (2 options)**

**Option 1**-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Complete the Department's Homeowner Maintenance Certification Program.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

**Option 2**-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Homeowners Maintenance class and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Homeowners Maintenance Class from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

**PLEASE NOTE: Meeting any of the requirements above will allow the homeowner to perform the required maintenance/service checks on the system located at their primary residence for five years. The homeowner will be required to attend an updated OSWW Installers Workshop and Homeowners Maintenance Certification Program or Homeowners Maintenance Class within five years of obtaining initial certification and submit maintenance/service check inspection reports every six months. The application and forms should be submitted to your local Onsite Regional Coordinator for approval.**



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## AFFIDAVIT FOR HOMEOWNERS

This affidavit must be submitted with the homeowner's application.

Affidavit  
Rev. 6/1/2020

Date: \_\_\_\_\_

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the undersigned notary public, commissioned in and qualified for the Parish and State aforesaid, and the two undersigned competent witnesses,

personally came and appeared:

Homeowner: \_\_\_\_\_  
Please Print Name

who, after being duly sworn, did depose and say:

*I hereby certify that I have obtained, read, understand and shall comply with the provisions of the Sanitary Code (Title 51): Part XIII, including Chapter 7, Subchapter B of this Part, and the requirements for minimum distance to sources of contamination in Part 12, and will make installations and/or provide maintenance in compliance therewith. I also certify that I am trained in the proper installation of all components which I intend to install and/or maintain in the State of Louisiana. Furthermore, I understand that under provisions in Title 51, Part I, 105., violation of any part of this code may result in the implementation of the Administrative Enforcement Procedure. Once the Administrative Enforcement Procedure is implemented, I understand that I can be fined up to \$100.00/day per violation, up to \$10,000/year.*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Witnesses:

\_\_\_\_\_  
1st Witness Please Print Name

\_\_\_\_\_  
1st Witness Signature

\_\_\_\_\_  
2nd Witness Please Print Name

\_\_\_\_\_  
2nd Witness Signature

\_\_\_\_\_  
(Affiant)