



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

## Maintenance License Checklist

**SUBMIT THE REQUIRED ITEMS LISTED BELOW ALONG WITH THIS CHECKLIST**

**Important: You are responsible for the accuracy of your application and accompanying documentation. The accuracy of your documents affects the processing time. Your legal first and last names **MUST** appear the same on ALL documents (Double check the spelling of your name). Do not make any changes to the endorsement(s) and/or insurance documents. If changes are needed on the endorsement, contact the manufacturer. If changes are needed on the proof of insurance, then contact the insurance company.**

\_\_\_\_\_ A completed and signed Maintenance License Application form. All fields and signatures are mandatory. IF YOU PROVIDE AN EMAIL ADDRESS, IT WILL BE THE METHOD USED TO CONTACT YOU.

\_\_\_\_\_ A completed and signed Affidavit. All fields and signatures are mandatory.

\_\_\_\_\_ **Original** endorsement(s) from a licensed manufacturer(s) for the brand(s) of individual mechanical plant to be maintained, signed if required. (Endorsement must state Maintenance/Service only.)

\_\_\_\_\_ Proof of insurance in the form of a certificate of insurance (COI), or the declaration, that provides the name of the installer and the Certificate Holder information as follows: LDH-OPH, Onsite Wastewater Program Bin 10 Box 11, P. O. Box 4489, Baton Rouge, LA 70821. The policy shall indicate minimum coverage limits of at least \$100,000 each occurrence/\$300,000 **aggregate per person.**

**NOTE: Your policy must have your name on it as we do not issue installer licenses to companies.**

\_\_\_\_\_ Check or money order, payable to LDH/OPH for one hundred dollars, U.S. (\$100.00)  
If applying for all three licenses (basic, combination and maintenance), your total fees are \$300.00.

***PLEASE NOTE: All application materials for license renewals are due by December 1st. LATE FEES in the amount of 10% of the licensing fees will be assessed if all materials for licensure have not been postmarked by December 31st. Any application materials postmarked later than March 3rd will result in the applicant being assessed a fine of 100% of the cost of licensure. LATE FEES must be paid by separate check or money order. License renewal application packets will not be processed if LATE FEES are due and the applicant fails to submit the applicable LATE FEES IN FULL (authorized by L.R.S. 40:6.E).***

Also, if your training has expired, please contact ULL at (337) 482-5712 or you can now register online at [www.ce.louisiana.edu](http://www.ce.louisiana.edu) to enroll in the next available class. Training is **required** once every five years.

### FOR OFFICE USE ONLY

Installer Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Please correct the highlighted item(s) above and return your application.

Notes: \_\_\_\_\_  
\_\_\_\_\_



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# APPLICATION FOR MAINTENANCE LICENSE

The Maintenance License is required for the servicing and maintaining of individual mechanical treatment plants when the manufacturer endorsement specifies **maintenance only** (as per Title 51, Part 13, Subchapter C, §735, B, 2). IF-01/Basic  
 Licenses expire on January 31 of each year. Rev. 7/1/2019

**Check Applicable Boxes:**     **New Application**     **Renewal Application**     **Update Information**

Please print in ink or type.

**Applicant Legal Name:** \_\_\_\_\_ **Installer's License Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip Code:** \_\_\_\_\_

**Home Phone/Area Code:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/State/Zip Code:** \_\_\_\_\_

**Business Phone/Area Code:** \_\_\_\_\_ **Parish/County:** \_\_\_\_\_

**Date of Last Installer's Training Class:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Applicant's name must be the same on ALL documents. Also, any incomplete application(s) will not be processed.)

***PLEASE NOTE:** All application materials for license renewals are due by December 1st every year. Fees will not be processed until late January for current installers and on or after February 1st for new installers. LATE FEES in the amount of 10% of the licensing fees will be assessed if all materials for licensure have not been postmarked by December 31st. ALL late application materials are subject to being reviewed when time is allowed which can result in the installer becoming inactive once the new licensing period begins on February 1<sup>st</sup>. Any application materials postmarked later than March 3rd will result in the applicant being assessed a fine of 100% of the cost of licensure. LATE FEES must be paid by a separate check or money order. License renewal application packets will not be processed if LATE FEES are due and the applicant fails to submit the applicable LATE FEES IN FULL (authorized by L.R.S. 40:6.E).*

**Mail completed application and required documents to: LDH-OPH Onsite Wastewater Program, P. O. Box 4489, Bin 10, Box 11, Baton Rouge, LA 70821-4489.**

FOR OFFICE USE ONLY	
<p><b>Status:</b>    ___ RTP    ___ PENDING    ___ DNR</p> <p>Pending reason(s):</p>	<p>Logged in by: _____</p> <p>Date: _____</p> <p>M.O. or Check #: _____</p> <p>Late Fee M.O./Check #: _____</p> <p>PIV #: _____</p> <p>Processed By: _____</p>



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AFFIDAVIT

This affidavit must be submitted when applying for a basic, combination, maintenance, and /or homeowner license(s).
Only one affidavit is needed per applicant if applying for multiple licenses.
Licenses and endorsements expires January 31 of each year.

IF-81706
Rev. 7/1/2019

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:

Licensee: \_\_\_\_\_
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 following provisions of the Sanitary Code (Title 51): Part XIII.; Part XII. Water Supplies. Chapter 3. §327 Ground Water Supplies, specifying the requirements for minimum distance to sources of contamination; applicable sections of Part XIV, including Chapter 6. §613. Water Service Pipe and Fittings. C. through J.; and, applicable sections of Part XIV. Chapter 7. Sanitary Drainage and, I 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 maintain in the State of Louisiana for the duration of this license. Furthermore, I understand that under provisions in Title 51, Part XIII., Subchapter C., §735.F.,G., licenses may be suspended or revoked by the agency for non-compliance with code provisions, and that licenses which are revoked are not eligible for reinstatement for a minimum period of two years.

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

\_\_\_\_\_  
Licensee Signature

Witnesses:

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

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

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

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

Mail to:
LDH-Office of Public Health
Onsite Wastewater Program
P. O. Box 4489, Bin 10, Box 11
Baton Rouge, LA 70821-4489