

This form may be submitted online by registering with [myDEQ Portal](#). Submittal through myDEQ Portal is highly encouraged.

As of August 1, 2026, all applicants that are owners of buildings or dwellings other than individual single family dwellings will be **required** to submit registration statements through [myDEQ Portal](#).

**Virginia DEQ Registration Statement**  
**VPDES General Permit for Domestic Sewage Discharges <= 1,000 GPD**

1a. Is this facility a single family dwelling? Yes  No

If "No", describe the facility's use: \_\_\_\_\_

1b. Name of facility/residence \_\_\_\_\_

Address of facility \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2a. Facility owner(s) \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address of owner \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

2b. May the permit be submitted to you electronically? Yes  No

2c. If the facility is a dwelling, is or will the owner be the occupant of the dwelling? Yes  No

Alternate contact name \_\_\_\_\_

Mailing address of alternate \_\_\_\_\_

Email address (if available) of alternate \_\_\_\_\_

Phone number of alternate \_\_\_\_\_

3. Name of water body receiving the  
discharge \_\_\_\_\_ Outfall longitude \_\_\_\_\_

Is the discharge point on a stream that usually flows during dry weather? Yes  No

4. Amount of discharge (gallons per day) on a monthly average

Design flow of the treatment works (gallons per day) \_\_\_\_\_

5. Are any pollutants other than domestic sewage to be discharged? Yes  No

If "Yes", please explain \_\_\_\_\_

6. How will the discharge be disinfected? Chlorination  Ultraviolet Radiation  Other

7. Is there another discharge point covered by a VPDES permit located within 500 feet of the discharge point identified in this Registration Statement? Yes  No

8. If this is a proposed facility, are central sewage facilities available to serve this facility? Yes  No

9. Does this facility currently have a VPDES permit? Yes  No

If “Yes”, please provide the VPDES permit number

Has the facility been built and begun to discharge? Yes  No

10. Required attachments for the owner of any proposed treatment works or any treatment works that has not previously been issued a VPDES permit:

- a. A 7.5 minute USGS topographic map or equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within  $\frac{1}{2}$  mile downstream from the discharge point;
- b. A site diagram of the existing or proposed treatment works; to include the property boundaries, the location of the dwelling, building or site served, the individual sewage treatment units, the receiving water body, and the discharge line location; and
- c. A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit was applied for and that the VDH has determined that an onsite system cannot be constructed to serve that parcel of land.

11. For the owner of a treatment works serving an **individual single family dwelling**, monitoring, operation and maintenance requirements are specified in VDH regulations at 12VAC5-640.

12. For the owner of a treatment works serving a **building or dwelling other than an individual single family dwelling**, a licensed operator must be engaged for monitoring, operation and maintenance.

Provide the name of the licensed operator

Provide the licensed operator's phone number or email

If available, provide the start and end date of agreement

13. For the owner of a treatment works serving a building or dwelling other than an individual single family dwelling, provide the [State Corporation Commission](#) entity identification number, if the facility is required to obtain an entity identification number by law.

**14. Certification:** "I hereby grant to duly authorized agents of the Department of Environmental Quality, upon presentation of credentials, permission to enter the property where the treatment works is located for the purpose of determining compliance with or the suitability of coverage under the General Permit. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Date:

Date:

**For Department of Environmental Quality Use Only**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# REGISTRATION STATEMENT INSTRUCTIONS

## VPDES GENERAL PERMIT FOR DOMESTIC SEWAGE DISCHARGES <= 1,000 GPD

### **General**

A Registration Statement must be submitted to DEQ by any owner requesting coverage under this general permit for a discharging domestic sewage treatment works with a design flow of less than or equal to 1,000 gallons per day on a monthly average. Contact the nearest [DEQ regional office](#) if you have questions about completing or filing this form. The Regional Office for your area depends on the county in which the discharge is located. Regional office addresses can be obtained from our website at <http://www.deq.virginia.gov/Locations.aspx>, or by calling the DEQ at (804) 698-4000. Single family dwellings may use either this form or the VDH [Combined Application](#) to apply for coverage under this general permit. (Note: For new single family homes discharges, VDH requires that the Combined Application be completed to ensure that the discharge point complies with 12VAC5-640.)

Please answer all questions and do not leave any section blank; mark "NA" and include a brief explanation if any section is not applicable.

### **Section 1 Facility Information**

Indicate if this facility is a single family dwelling. If it is not, describe the facility's use.

Provide the name and address of the facility/residence. Provide best telephone number to be reached and indicate whether it is home, cell or work phone. Provide an email address, if available.

### **Section 2 Owner Information**

Provide the name(s), mailing address, email address (if available) and telephone number(s) of the owner(s) of the facility.

If the facility is a dwelling, indicate if the owner is or will be the occupant of the facility. If the owner is not the occupant of the building, provide the name of an alternate contact (if available). This can be the tenant, contractor or any other contact the owner finds suitable and is knowledgeable about the system.

### **Section 3 Receiving Water Information**

Provide the name of the water body that receives the discharge. Provide the latitude and longitude of the outfall. Indicate if the receiving stream usually flows during dry weather.

### **Section 4 Discharge Quantity**

Provide the monthly average amount of discharge from the treatment works in gallons per day, and the design flow of the treatment works in gallons per day.

### **Section 5 Other Pollutants**

Indicate if any pollutants other than domestic sewage are discharged from this facility. Provide further explanation if applicable.

### **Section 6 Discharge Disinfection**

Indicate if the discharge will be disinfected by chlorination, ultraviolet radiation or other (e.g., ozone gas, etc.)

### **Section 7 Separation Distance Between Discharges**

Indicate if a discharge point from another wastewater treatment facility also authorized under a VPDES permit is located within 500 feet of the discharge from the facility identified in this Registration Statement. A discharge point is generally observed as a pipe, but may include a ditch or channel, through which treated wastewater is discharged from the treatment facility to surface waters.

### **Section 8 Central Sewage Facilities**

If this is a proposed facility, indicate if central sewage facilities are available to serve this facility.

### **Section 9 VPDES Permit Information**

Indicate if this facility is currently covered under a VPDES permit, and if so, provide the permit number. Also indicate if this facility has been built and begun to discharge.

### **Section 10 Required Attachments For the Owner of Any Proposed Treatment Works or Any Treatment Works That Has Not Previously Been Issued a VPDES Permit**

Item a. A 7.5 minute USGS topographic map or the equivalent (e.g., a computer generated map) that indicates the discharge point, the location of the property to be served by the treatment works, and the location of any wells, springs, other water bodies, and any residences within 1/2 mile downstream from the discharge point. The map should be legible and of sufficient scale to show the required features clearly marked.

Item b. A site diagram of the existing or proposed sewage treatment works; to include the property boundaries, the location of the facility or dwelling to be served, the individual sewage treatment units, the receiving water body, and the discharge line location. The site diagram should be legible and show the proposed or existing treatment works, and should identify individual treatment units and other required features.

Item c. A copy of the notification from the Virginia Department of Health (VDH) that an onsite sewage disposal system permit was applied for and that the VDH has determined that an onsite system cannot be constructed to serve that parcel of land. Contact the respective local health department and obtain the required notification.

### **Section 11 Operations and Maintenance (O&M) Requirements – Treatment Works Serving Single Family Dwellings**

The Virginia Department of Health regulations at 12VAC5-640-500 specify operation and maintenance requirements for treatment works serving **individual single family dwellings**. No O&M information is needed by DEQ for these facilities. However, the VDH requires testing and O&M, as described in 12VAC5-640-490 and 500, including that repairs, modifications, alterations, and expansions be reported electronically to VDH by the 15<sup>th</sup> of the month following the month in which the activity occurred. When formal testing indicates that a discharge limit established in the General Permit is being exceeded or when informal testing indicates a discharging system may be in violation of the General Permit requirements, the owner shall notify the maintenance provider and the VDH within 24 hours. The VDH regulations require that a licensed operator (a valid Class IV or higher wastewater works operator license or an alternative onsite sewage system operator license issued by the Board for Waterworks and Wastewater Works Operations and Onsite Sewage System Professionals) be engaged to ensure monitoring (unless a monitoring waiver has

been granted prior to December 16, 2015) and operations and maintenance is occurring. Reporting in accordance with 12VAC5-640-510 is sufficient evidence that an owner has engaged a licensed operator.

## **Section 12 Operations and Maintenance (O&M) Requirements – Treatment Works Serving Buildings or Dwellings Other Than Individual Single Family Dwellings**

The permit requires that the owner of a treatment works serving a **building or dwelling** other than an individual single family dwelling must engage a licensed operator (as defined in subsection I D 3) to ensure the treatment works is operated, maintained, monitored and reported properly. This normally will involve a service agreement or contract, although the permit no longer expressly requires a maintenance contract for buildings or dwelling other than single family homes. The licensed operator must be identified on the registration statement, including a phone number or email address. If the start and end date of any agreement are available, this also should be provided, however, such information is not required. Permittee requirements are specified in I D 2 b. Permittees must:

- (a) Have the system operated and maintained by a licensed operator including the responsibilities specified in D 2 (b) 3;
- (b) Have a licensed operator visit the system at least semi-annually;
- (c) Have a licensed operator collect, analyze and submit to the department any samples required under Part I A, Part I B, or Part I C, as appropriate, of this general permit;
- (d) Provide prompt maintenance and repair of the treatment works once notified by the operator that repair or maintenance is necessary. The owner is responsible for all costs associated with the maintenance or repair. Immediately upon receipt of notice that repair or maintenance is required, the owner shall begin emergency pump and haul of all sewage generated from the building or dwelling or otherwise ensure that no discharge occurs if full and complete repairs cannot be accomplished within 48 hours;
- (e) Maintain a copy of the log provided by the operator on the property where the system is located in electronic or hard copy form, make the log available to the department upon request, and make a reasonable effort to transfer the log to any future owner;
- (f) Follow the treatment works O&M manual (where available) and keep a copy of the O&M manual in electronic or hard copy form on the property where the system is located, make the O&M manual available to the department upon request, and make a reasonable effort to transfer the O&M manual to any future owner.

The licensed operator has the following responsibilities:

- (a) Perform all monitoring required in accordance with either Part I A, Part I B, or Part I C, as appropriate, and periodic (at least semi-annual) inspections of the treatment works. Note: Discharges from the treatment works should to the maximum extent feasible be sampled during normal discharging operations or normal discharging conditions (i.e., operations that are normal for that treatment works);
- (b) During visits required by this subsection, fulfill the operator responsibilities specified in this subsection through observing the system and through laboratory or field tests required by this permit or that the operator deems appropriate. In performing a required visit, the operator is responsible for the entire system and, where applicable, shall follow the O&M manual;
- (c) Provide a written or electronic notification to the owner within 24 hours whenever the operator becomes aware that maintenance or repair of the owner's treatment works is necessary;
- (d) Report monitoring results to DEQ as required in I A 2, I B 2, and I C 2, as applicable, as well as II C, and maintain at the treatment works and provide to the permittee a log of the following items:
  - (i) Results of all tests and sampling. Note: If sampling is attempted, but no sample was taken or possible, the log shall show all sampling attempts and document and explain why no sample was taken or possible;
  - (ii) Alarm activation incidents, including the date and time of equipment failure and return to service;
  - (iii) Maintenance, including the date and amount of disinfection chemicals added to the chlorinator, the date and amount of dechlorination chemicals added if applicable, the date and approximate volume of sludge removed, and date receipts for chemicals and equipment purchased and maintenance performed;
  - (iv) Corrective or repair activities performed;
  - (v) Recommended repair or replacement items;
  - (vi) Copies of all reports prepared by the operator; and
  - (vii) Sludge or solids removal;
- (e) Conduct an inspection within 48 hours after notification by the owner that a problem may be occurring.

## **Section 13 State Corporation Commission Entity Identification Number – Treatment Works Serving Buildings or Dwellings Other Than Individual Single Family Homes**

For the owner of a treatment works serving a building or dwelling other than an individual single family dwelling, provide the State Corporation Commission entity identification number, if the facility is required to obtain an entity identification number by law.

## **Section 14 Certification**

The completed registration statement with signature should be sent to the Department of Environmental Quality Regional Office for your area. You may sign, scan and email the registration statement to the regional office but you must then maintain the original signed document for verification if needed. Generally, the Registration Statement should be signed by the property owner. State regulations require this Registration Statement to be signed as follows:

- (1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
  - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit registration requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

- (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
- (3) For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official.