

Maine Enterprise Licensing System (MELS) Supporting User Guides

Submitting an Overboard Discharge Permit Change Form (Renewal, Transfer, and Abandonment)



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

17 State House Station | Augusta, Maine 04333-0017

www.maine.gov/dep

Submitting a Permit Change Form

To submit a permit change form, you must have an active Overboard Discharge Permit associated with your MELS account. If you:

- Have an active Overboard Discharge Permit but it is not associated with your MELS account, reference the “Linking Your Account to a Site” video guide available on the MELS Hub here: [Maine DEP: MELS Hub](#) .
- Do not have an active Overboard Discharge Permit, you should contact Irene Saumur at Irene.Saumur@maine.gov to further discuss.

There are two change forms available for Overboard Discharge Permit:

1. Renewal and Transfer Form
2. System Abandonment Form

See below for further information on each option.

Renewal and Transfer Form

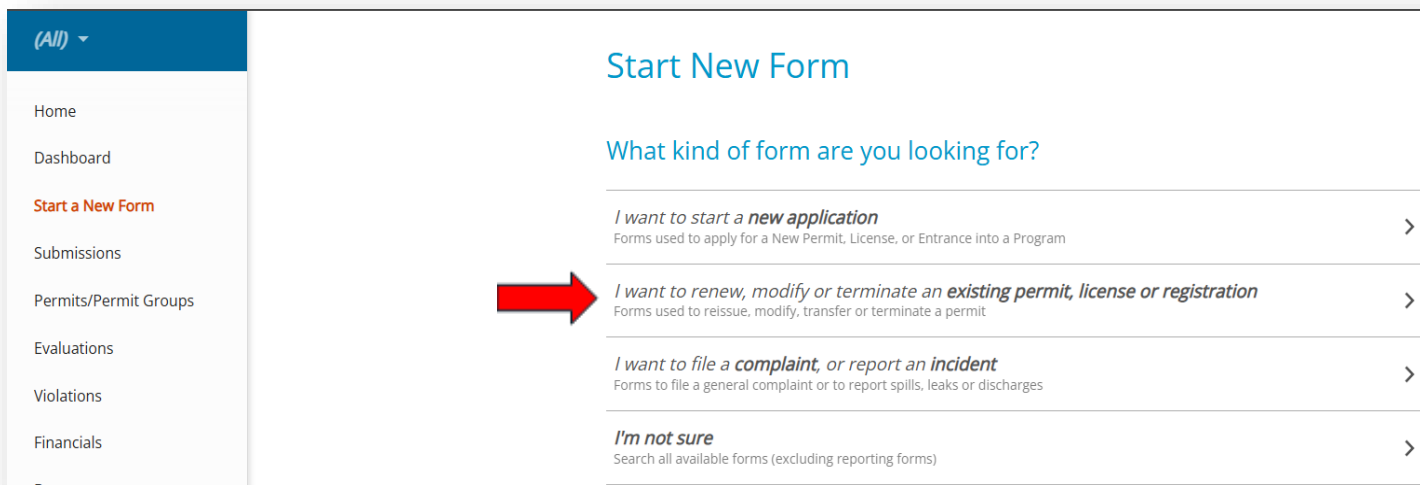
To complete a Renewal and Transfer Form, you will need to have the following documents:

- Death or divorce certification (for transfers or ownership update)
- List of abutters – name, address (contact your town office for a list)
- Site evaluation, if applicable, required every 10 years or at transfer
- Certified mailing receipts for each abutter and town, completed with name/address of intended recipient(s)
- Copy of deed to Overboard Discharge property
- Maintenance contract (mechanical Overboard Discharges only)

- List of other owner's names if it is a shared Overboard Discharge system
- Copy of the completed Public Notice page (the one that was sent to the abutters and the town office)
- Number of year-round/seasonal bedrooms/dwellings connected to the Overboard Discharge system
- Number of "units" employees, seats, etc. (Commercial Overboard Discharge)
- Agent information, if assisting a property owner
- Deeded owners' information

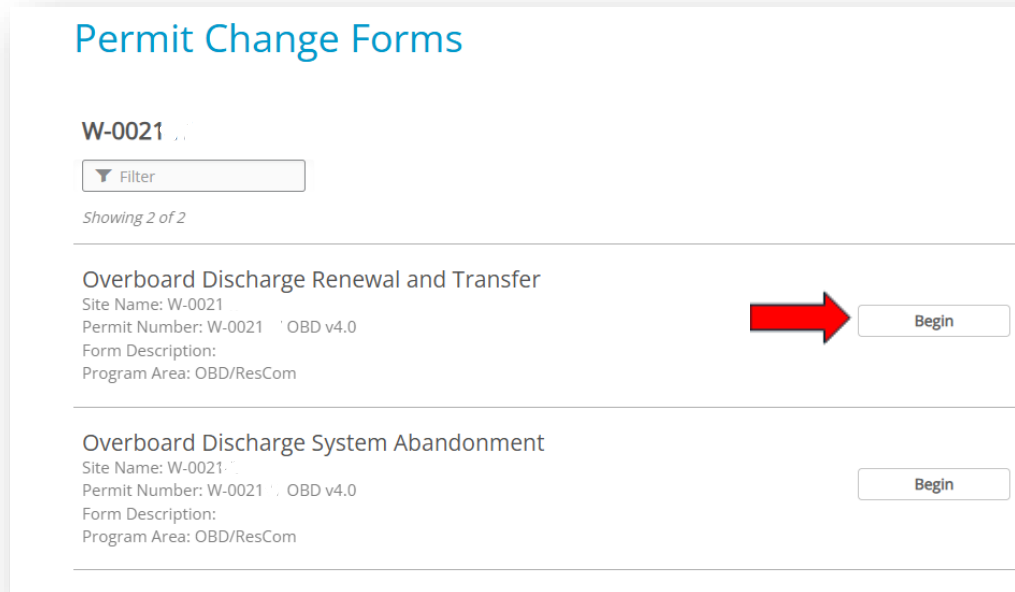
When you are ready to begin the form, navigate to "Start a New Form" and select "I want to renew, modify, or terminate an existing permit, license, or registration," as seen in Figure 1 below:

Figure 1: Start a New Form



Select “Overboard Discharge Renewal and Transfer,” as seen in Figure 2 below:

Figure 2: Beginning Renewal and Transfer Permit Change Form



Proceed by completing all the required fields in the form. If you have any questions, call 207-287-7688.

When you reach the “Fee Total” section, reference the “Submitting a Payment” user guide on the MELS Hub, [here](#).

Continue to the “Certify and Submit” section of the form. Finalize your submission by selecting “Submit Form,” as seen in Figure 3 below.

Figure 3: Submit Form

License Information

Deeded Owners 1

Billing Contact

Fee Total

Review

● Certify & Submit

PREVIOUS SECTION Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to Maine DEP for review and processing. At the time of submission, it will be transmitted to Maine DEP and it will become part of the public record.

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.

FINALIZE SUBMISSION Submit Form

FINISH LATER Save and Exit

You will receive a notice on your screen once your submission has been completed. At this time, you may choose to view your submission or return to the portal.

After submission, you might get corrections requested by an Overboard Discharge staff member. If you need assistance in responding to these corrections, review the "Responding to Corrections Requested" user guide on the MELS Hub, [here](#).

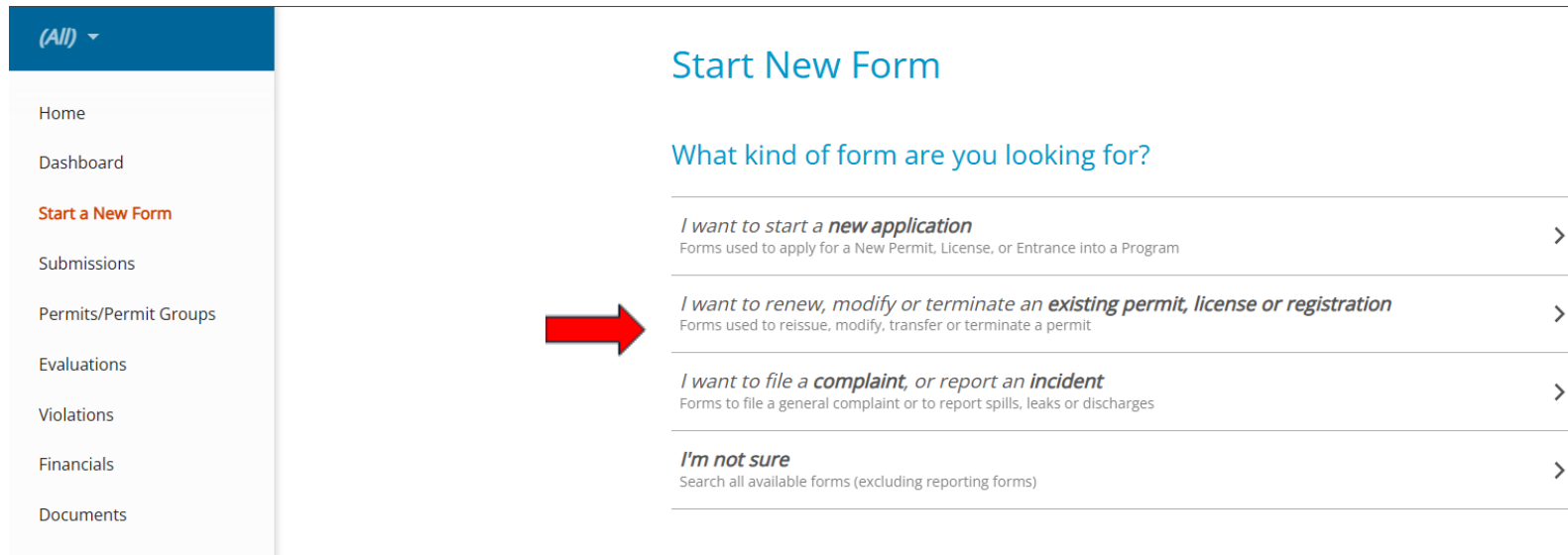
System Abandonment

To complete a System Abandonment Form, you will need to have the following document(s):

- A completed [abandonment form](#) that has been completed by the contractor, or supervision authority such as a town official (usually the local plumbing inspector or code enforcement officer) or supervising representative from the sewer district.

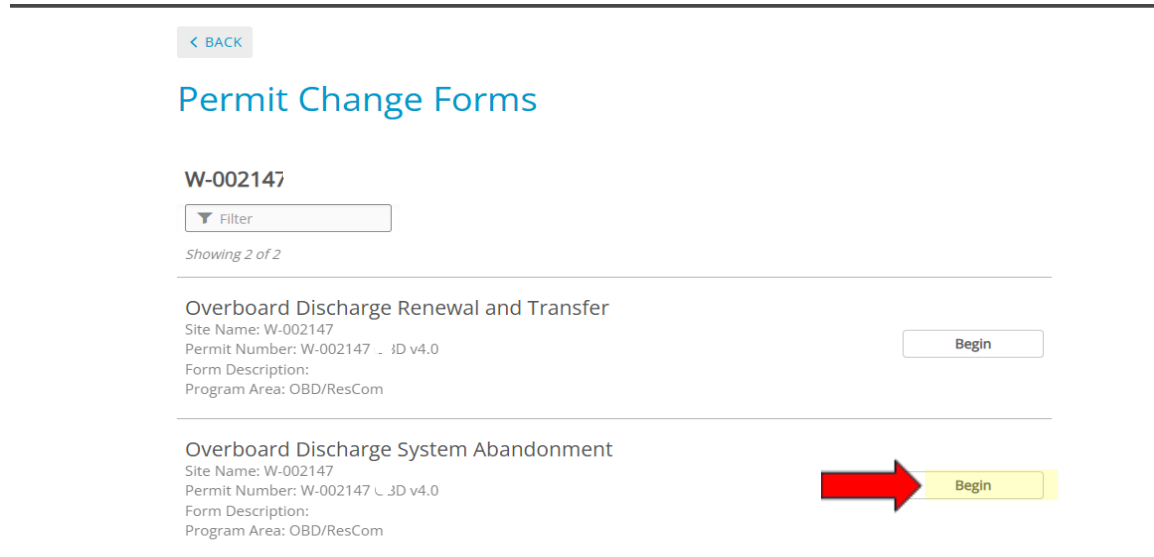
When you are ready to begin the form, navigate to “Start a New Form” and select “I want to renew, modify, or terminate an existing permit, license, or registration,” as seen in Figure 4 below:

Figure 4: Start a New Form



Select “Overboard Discharge System Abandonment,” as seen in Figure 5 below:

Figure 5: Beginning System Abandonment Permit Change Form



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Proceed by completing all the required fields in the form. If you have any questions, call 207-287-7688.

When you reach the “Fee Total” section, reference the “Submitting a Payment” user guide on the MELS Hub, [here](#).

Continue to the “Certify and Submit” section of the form. Finalize your submission by selecting “Submit Form,” as seen in Figure 6 below.

Figure 6: Submit Form

The screenshot displays the 'Certify & Submit' section of the form. On the left, a vertical progress bar shows three steps: 'License Information' (checked), 'Review' (checked), and 'Certify & Submit' (selected). The main content area is titled 'Certify & Submit' and contains the following text:

PREVIOUS SECTION Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to Maine DEP for review and processing.

At the time of submission, it will be transmitted to Maine DEP and it will become part of the public record.

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.

At the bottom of the form, there are two buttons: 'FINALIZE SUBMISSION Submit Form' (highlighted in light blue with a red arrow pointing to it) and 'FINISH LATER Save and Exit'.

You will receive a notice on your screen once your submission has been completed. At this time, you may choose to view your submission or return to the portal.

After submission, you might get corrections requested by an Overboard Discharge staff member. If you need assistance in responding to these corrections, review the "Responding to Corrections Requested" user guide on the MELS Hub, [here](#).