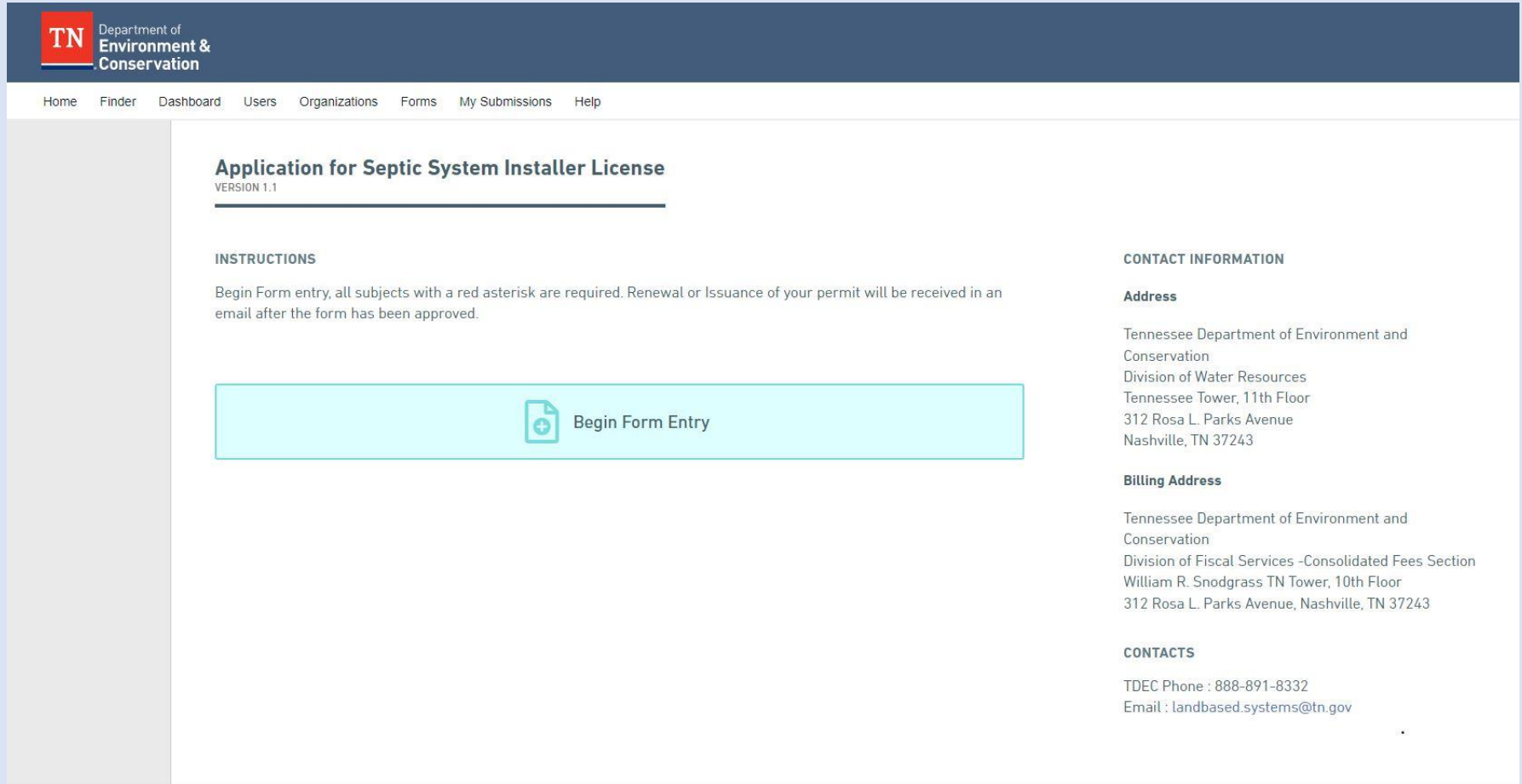


SSDS Installer Licensing & Renewal Process



Renewing your Septic Installer License is a simple process.

Begin by clicking on the “Begin Form Entry” tab as seen on the screen below.



TN Department of Environment & Conservation

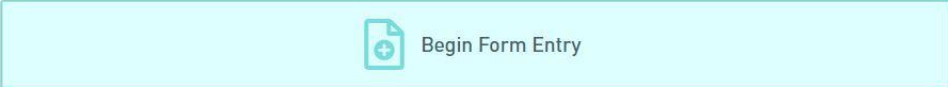
Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License

VERSION 1.1

INSTRUCTIONS

Begin Form entry, all subjects with a red asterisk are required. Renewal or Issuance of your permit will be received in an email after the form has been approved.

 **Begin Form Entry**

CONTACT INFORMATION

Address

Tennessee Department of Environment and Conservation
Division of Water Resources
Tennessee Tower, 11th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

Billing Address

Tennessee Department of Environment and Conservation
Division of Fiscal Services -Consolidated Fees Section
William R. Snodgrass TN Tower, 10th Floor
312 Rosa L. Parks Avenue, Nashville, TN 37243

CONTACTS

TDEC Phone : 888-891-8332
Email : landbased.systems@tn.gov

Please indicate if you were previously licensed by clicking the correct response.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License ⓘ
Submission HPN-63W9-NVZWH Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment ⚙️

Previous Approval to Install Subsurface Sewage Disposal Systems CLEAR SECTION

Previous Approval to Install Subsurface Sewage Disposal Systems

* Have You Previously Been Approved to Install Subsurface Sewage Disposal Systems in Tennessee?

Yes

No

Previous Approval to Install Subsurface Sewage Disposal Systems

New Permit or Permit Renewal

Owner Information

Counties of Operation

Review

Certify & Submit

NEXT SECTION
New Permit or Permit Renewal

The form will ask multiple questions, but renewal entries may only click the responses with the red asterisk *.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License ⓘ
Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment ⚙️

PREVIOUS SECTION
Previous Approval to Install Subsurface Sewage Disposal Systems

New Permit or Permit Renewal CLEAR SECTION

Is this a renewal or a new application?

Renewal
 New

Did you hold a valid license for conventional systems in the previous calendar year?

Yes
 No

License Options

Conventional Systems Only
 Conventional and Alternative Systems
 Alternative Systems Only

* Low-Pressure Pipe

Yes
 No

Additional license options are available, but please only select those you have tested and passed.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License ?

Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment ⚙️

Previous Approval to Install Subsurface Sewage Disposal Systems ✔️

New Permit or Permit Renewal ●

Owner Information ○

Counties of Operation ○

Review ○

Certify & Submit ○

Lagoon

Yes

No

Drip

Yes

No

Were you licensed for any alternative classifications?

Yes

No

Select all that you had a valid license for in the previous calendar year?

<input checked="" type="checkbox"/> Low-Pressure Pipe	<input checked="" type="checkbox"/> Mound
<input checked="" type="checkbox"/> Lagoon	<input checked="" type="checkbox"/> Drip

Total Fee (\$)
500

↓ **NEXT SECTION**
Owner Information

Any time a red asterisk has been left blank, the form will alert you on the left column.
Please return to that section and enter the missing information before moving forward.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License ⓘ
Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment ⚙️

Progress Bar:
● Previous Approval to Install Subsurface Sewage Disposal Systems
⊗ New Permit or Permit Renewal
● **Owner Information**
○ Counties of Operation
○ Review
○ Certify & Submit

Social Security Number
*

Owner

Prefix * First Name
Middle Name * Last Name
Title
Company Name
* Phone Type * Phone Number
* Email

ADDRESS

Address Line 1
Address Line 2
City State/Area Postal Code

VALIDATE ADDRESS

New to the process is the ability to select multiple counties of operation.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License ⓘ
Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment ⚙️

Previous Approval to Install Subsurface Sewage Disposal Systems

New Permit or Permit Renewal

Owner Information

Counties of Operation

Review

Certify & Submit

PREVIOUS SECTION
Owner Information

Counties of Operation CLEAR SECTION

Please enter one or more counties where you intend to conduct business

Counties where owner intends to conduct business:

NEXT SECTION
Review

You may select one or more counties in which you conduct Septic System Installation.
We will host your selections online for the public on our web page.

The screenshot displays the TN Department of Environment & Conservation website interface. The top navigation bar includes 'Home', 'Finder', 'Dashboard', 'Users', 'Organizations', 'Forms', and 'M'. The main heading is 'Application for Septic System Installer License' with a help icon and submission details: 'Submission HPN-63XY-DHD5D', 'Revision 1', and 'Form Version 1.1'. A vertical progress bar on the left shows the following steps: 'Previous Approval to Install Subsurface Sewage Disposal Systems' (completed), 'New Permit or Permit Renewal' (failed), 'Owner Information' (failed), 'Counties of Operation' (current step), 'Review', and 'Certify & Submit'. A modal window titled 'Counties where owner intends to conduct business:' is open, featuring a search bar and a 'CLEAR' button. The list of counties includes: Loudon (47105), Macon (47111), Madison (47113), Marion (47115), Marshall (47117) [checked], Maury (47119) [checked], McMinn (47107), McNairy (47109), Meigs (47121), Monroe (47123), Montgomery (47125) [checked], Moore (47127), Morgan (47129), Obion (47131), Overton (47133), Perry (47135), and Dickson (47122). A 'CLEAR SECTION' button is located on the right side of the modal.

The last step is review of your answers. If any selections need changed or entered, you may return to the section on the left and make those entries.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License

Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Calculated Fee
Computed at Payment

- Previous Approval to Install Subsurface Sewage Disposal Systems
- New Permit or Permit Renewal
- Owner Information
- Counties of Operation
- Review**
- Certify & Submit

Have you previously been approved to install subsurface sewage disposal systems in Tennessee?
Yes

If yes, what was your permit number? (skip if unknown)
None Specified

NEW PERMIT OR PERMIT RENEWAL

Is this a renewal or a new application?
Renewal

Did you hold a valid license for conventional systems in the previous calendar year?
Yes

License Options
Conventional and Alternative Systems

Low-Pressure Pipe
None Specified **Low-Pressure Pipe**

Mound
Yes

Lagoon
Yes

Drip
Yes

Were you licensed for any alternative classifications?
Yes

Select all that you had a valid license for in the previous calendar year?
Mound
Low-Pressure Pipe
Lagoon
Drip

Your fees will be calculated based on prior license types entered. Clicking "Pay Online" will allow for your online payment. Clicking pay later will not process your submission.

TN Department of Environment & Conservation

Home Finder Dashboard Users Organizations Forms My Submissions Help

Application for Septic System Installer License
Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

Previous Approval to Install Subsurface Sewage Disposal Systems
New Permit or Permit Renewal
Owner Information
Counties of Operation
Review
Certify & Submit

Submission Received

Print Confirmation

Application for Septic System Installer License

Submission HPN-63XY-DHD5D Revision 1 Form Version 1.1

AWAITING PAYMENT

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees

Fee	\$500.00
Total Due \$500.00	


[Pay Online](#)

[No thanks, I'll pay later.](#)

FINIMIZE SUBMISSION Submit Form

FINISH LATER Save and Exit









This form allows for credit / debit or check payment. Once processed, you will receive an emailed copy of your receipt. Staff will then be able to evaluate your submission for approval and licensing.

Online Payments

Step 1 of 4

Payment Entry

Payment Method: Credit or Debit Card ▾

Card Information	Billing Information
Card Number <input type="text"/>	Name <input type="text"/>
Expiration Date Month ▾ Year ▾	Country United States ▾
Card Identification Code <input type="text"/> 	Address <input type="text"/>
   	City <input type="text"/>
  	State Tennessee ▾
	Zip <input type="text"/>
	Phone <input type="text"/>
	Email <input type="text"/>

Cancel Continue

TN Dept. of Environment & Conservation
312 Rosa L. Parks Ave. Nashville, TN 37243 | 615-532-0065
[TDEC Website](#)

[Browser Support](#)

