



**APPLICATION FOR TRANSFER OF OPERATING PERMIT FOR A PUBLIC WATER SYSTEM**

**SECTION 1: SYSTEM INFORMATION**

System Name: \_\_\_\_\_ Current Number of Taps: \_\_\_\_\_

DHEC System ID Number: \_\_\_\_\_ System Type: \_\_\_\_\_

**SECTION 2: PROPOSED NEW OWNER**

Proposed Owner Name: \_\_\_\_\_ Proposed Operator Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**SECTION 3: DEMONSTRATION OF VIABILITY**

Before the Department can approve the transfer of an operating permit, the applicant must first demonstrate that the water system will be managed to ensure its long-term viability. The Department may request the applicant to submit a business plan to demonstrate that the system will be viable under the new ownership. The applicant should contact the Department for guidance concerning this demonstration prior to submitting this application for the transfer of the operating permit.

Demonstration of viability is attached

**SECTION 4: SIGNATURES**

I hereby make application for a Transfer of the above referenced System and its Operating Permit. I have reviewed the State Primary Drinking Water Regulations, the State Safe Drinking Water Act, and agree to the requirements thereof, including demonstration of viability, and to the admission of properly authorized persons at all reasonable hours for the purpose of sampling and inspection.

Proposed Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

I concur with the transfer of this System and its Operating Permit to the above party, and understand that this may not be the only approval required in this transaction. The System will not be transferred prior to Department approval. The Department will be notified in writing of the actual transfer.

Current Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

**Purpose:** D-1329 is to be used by proposed owners of Public Drinking Water Systems in South Carolina requesting to transfer ownership of the Operating Permit associated with the System in accordance with SPDWR [R.61-58.1.O(7)].

Submit a completed application to the address below **at least thirty (30) days prior** to the proposed transfer:

Director, Water Facilities Permitting  
SCDHEC  
2600 Bull St  
Columbia, SC 29201

A fillable PDF of D-1329, *Application for Transfer of Operating Permit for a Public Water System*, is available in the Drinking Water Section of BOW Forms, <https://www.scdhec.gov/forms-bureau-water>.

### **ITEM BY ITEM INSTRUCTIONS FOR COMPLETING THIS FORM:**

#### SECTION 1. SYSTEM INFORMATION

On the first line of Section 1 enter the current name of the water System and the current number of taps served. On the second line enter the SCDHEC System Number and System Type. System types are defined in [R.61-58.B] as Community, Non-transient non-community, Transient non-community, or State.

#### SECTION 2. PROPOSED OWNER & OPERATOR CONTACT INFORMATION

In the left column of Section 2 enter the legal name and address (firm, corporation partnership, etc.) or person if an individual proposing to become the responsible party for the water System. Enter the phone number, fax number and e-mail address of the proposed Owner.

In the right column of Section 2 enter the name and address (firm, corporation partnership, etc.) or person if an individual proposing to become the responsible Operator-in-Charge for the water System (treatment and/or distribution). The Operator must be properly licensed by the SC Dept. of Labor, Licensing, and Regulation, Environmental Certification Board. Enter the phone number, fax number and e-mail address of the proposed Operator.

#### SECTION 3. DEMONSTRATION OF VIABILITY

The proposed Owner must demonstrate that the System will be technically, managerially, and financially viable; and there will be a commitment to continuously comply with the State Primary Drinking Water Regulations. Due to the different types and sizes of water systems, levels of acceptable viability demonstration will vary. In order to avoid any delays in the approval of the transfer, the proposed owner should contact the Water Facilities Permitting Division for guidance concerning this demonstration. For additional information on how to demonstrate the viability of a water system, visit the DHEC website for a copy of a guidance document, <https://www.scdhec.gov/environment/bureau-water/drinking-water/capacity-development-strategy-public-water-systems#> . Check the box if viability information is attached with the application.

#### SECTION 4. SIGNATURES. ALL SIGNATURES MUST BE ORIGINAL.

The proposed Owner or designee who has the legal authority to act on behalf of the Water System shall sign and print his/her name, provide the date of application, and his/her official title.

The current owner shall sign and print his/her name agreeing to the transfer of the System and its Operating Permit. The Department must be notified in writing as soon as possible after the actual transfer. The System and its Operating Permit may not be transferred without Department approval. Approval of transfer may also be required by the Public Service Commission of SC (PSC), Secretary of State, and/or other entities.

**Office Mechanics and Filing:** This form should be reviewed by the Water Facilities Permitting Division Capacity Development staff, Public Service Commission of SC, where appropriate; and Office of General Counsel. Following appropriate action it will be filed in the System's Drinking Water File, by System Number, and retained per Retention Schedule DHEC-SEP-WS-2R. Upon approval of the transfer, the new owner will receive a copy of the System Operating Permit reflecting the appropriate changes.