

## Features of the Suffolk County Submission and Status Terminal

Welcome to the Suffolk County Submission and Status Terminal. This Terminal provides Suffolk County residents, business owners and design professionals information about the permit process in Suffolk County, as well as the ability to submit applications online and track the status of a permit.

### Information

- The *County Information* tab links users directly to information regarding the Departments of Health Services, Public Works and Planning - all of which play important roles in the permitting process.
- The *How Do I* tab shares important information on the Office of Wastewater Management's (OWM) permit process, and enables users to schedule an inspection through the OWM and locate the office.

### Apply for a Permit

- **Department of Health Services Office of Wastewater Management**
  - Information is provided on the permit process and links users to applications, instructions, standards and guidelines.
- **Department of Public Works**
  - Application for residential sewer connection can be submitted online via the SST. Click *Apply for Permit* and *Department of Public Works Permits & Applications*. Complete the necessary information, review instructions and click *Send*. There are no charges associated with submission of this application.
- **Department of Health Services Food Control Unit**
  - Application for a temporary vendors permit can be submitted online via the SST. You must create a profile and log-in to access the online application. Click *Vendors Temporary Food Service Application and Permit*. Complete the necessary information and make the necessary payment.

### Track the Status of a Permit

- Users can now track the following online:
  - Permits applied for through the Department of Health Services Office of Wastewater Management
  - Temporary Vendor Permits through Department of Health Services Food Control Unit
  - Permits for residential sewer connections through the Department of Public Works
  - Applications submitted through the Zoning & Subdivision Regulatory Review division of the Planning Department

Please note, you do not have to apply online to track your permit. Users can track the status of a permit status in one of two ways:

- Click on *Search Permit* tab, enter the tax map number and search. The results will show all permits applied for within the Departments of Health, Public Works and Planning for that tax map number.
- Create a user id and password by clicking *Sign Up* on the SST homepage. Sign in and click *Search Criteria* tab, enter tax map id number or health department reference number, click *add new* and *search now* for results. The results will show project name and location, the date the application was filed and the status. To get more information on the status, hover over the category for the definition. To get more information on the history and project needs, expand by clicking on the + sign next to the tax map number. By creating a user id and password, users can easily track one submission without having to enter a tax map number or manage several applications at once.

If you have submitted a permit application but cannot locate the status, please contact the respective office in which the permit was submitted. Please note, currently only permit applications submitted in 2011 are available online to track, but applications submitted prior to 2011 can be posted upon request. There is an online request form for permits submitted through the Office of Wastewater Management. The form can be found online after a search returns no records.