

# HOW TO APPLY FOR A NOTICE OF INTENT

Go to [www.msdh.ms.gov](http://www.msdh.ms.gov)

In the top right select **Topics A-Z**

Choose the **W**

Click the word **Wastewater**. It will lead you to this process screen shown below.

## New Application Process

**Step 1:** File a complete application. Our application forms for new onsite wastewater systems are now online. Apply online using the button below:

[Apply Online Now](#)

You may also use our printable [PDF application forms](#).

**Step 2:** Return documents to us by [email](#) fax or mail to our physical location (see [contact information](#) and map below). Please include identifying information with any submitted documentation.

**Step 3:** Pay fees. Once we receive a complete application, we will email you a link to an online payment system. Follow the link to pay your fee.

- **No cash payments or checks will be received in the county offices for environmental fees.**
- There is a small processing fee associated with this online payment system.
- You should receive an invoice for your payment via email.

**Step 4:** When your payment is successful, you will receive a receipt by email. Please read the receipt for additional info. You will receive paperwork within 24 hours of the property visit. If you applied for a Notice of Intent or need to repair your existing system, you may use our [Licensed Installer/Pumper Database](#) to find someone certified.

## Getting assistance

If you need assistance with completing an application, please contact us at the toll-free Wastewater Call Center at **1-855-220-0192**. Call Center personnel will answer your questions, assist you with completion of forms, and assist you with our new on line payment system.