Construction Permit Application
Water/Wastewater Facilities

BUREAU OF WATER

DELEGATED REVIEW PROJECT SUBMITTAL: Yes ☑ EXPEDITED REVIEW PROGRAM SUBMITTAL: Yes ☐

SELECT ONE ➧ ☐ Water Facilities ☑ Wastewater Facilities ☐ Combined Water & Wastewater Facilities

I. **Project Name:** !!!Fill out!!! **County:** !!!Fill Out!!!

II. **Project Location** (street names, etc.): !!!Fill Out!!!

III. **Project Description(s):** *Water System:*

Wastewater System: !!!Fill Out!!! (This footage must match the profile page) Include the correct number of manholes

Project Type (A-Z): Water: ____ Wastewater: !Fill! *(See instructions for the appropriate project code)*

IV. ***Initial* Owner:** [Time of Application] Name/Organization: !!!Fill Out!!!
Address: !!!Fill Out!!! City: !!!Fill Out!!! State: !!!Fill Ou Zip: !!!Fill Out!!!
Phone #: (____) !!!Fill Out!!! E-mail (Initial Owner): !!!Fill Out!!!

V. ***Final* Owner:** [After Construction] Name/Organization: North Charleston Sewer District <-Only if final owner
Address: P.O. Box 63009 City: North Charleston State: SC Zip: 29419
Phone #: (843) 764-3072 E-mail (Final Owner): phillip.sexton@ncsd.sc.gov

VI. **Entity Responsible for Final Operation & Maintenance of System:**
Water System: Name: Address:
City: State: Zip: Phone#: (____) Fax#: (____)
Wastewater System: Name: N. Charleston Sewer District <- Only if Address: P.O. Box 63009
City: North Charleston State: SC Zip: 29419 Phone#: (843) 764-3072 Fax#: (____)

VII. **Engineering Firm:** Name: !!!Fill Out!!! Address: !!!Fill Out!!!
City: !!!Fill Out!!! State: !!!Fill!!! Zip: !!!Fill Out!!! Phone #: (____) !!!Fill Out!!! Fax #: (____) !!!Fill Out!!!
E-mail (Design Engineer): !!!Fill Out!!!

VIII. **Is this project:** A) Part of a phased project? No ☐ Yes ☐. If Yes, Phase !!!Fill Out!!! of
B) A revision to a previously permitted project? No ☐ Yes ☐. If Yes, Permit#: !!!Fill Out!!!
Date Approved: !!!Fill Out!!! Project name (if different): !!!Fill Out!!!
C) Submitted based on a Schedule of Compliance or Order issued by DHEC? No ☐ Yes ☐. Order #: !!!Fill Out!!!
D) Anticipating funding by the State Revolving Fund (SRF)? No ☐ Yes ☐.
E) Crossing a water body (e.g., river, creek)? No ☐ Yes ☐. If Yes, Name of waterbody: !!!Fill Out!!!

IX. **Are Standard Specifications approved by DHEC being used on this project?** No ☐ Yes ☑. If Yes:
Water: Date Approved: Approved for whom:
Wastewater: Date Approved: 7/24/2019 Approved for whom: North Charleston Sewer District

X. **Wastewater Systems:** A) Type: Domestic ☑ Process (Industrial) ☐ Combined (Domestic & Process) ☐
B) *Average Design Flow* 1. Project: (Match flow calc) GPD 2. Treatment system: N/A GPD
C) *Sewers or Pretreatment* 1. Name of facility (e.g., POTW) treating the wastewater: Felix C. Davis WWTP
2. NPDES/ND Number of facility in Item #1: SC 0024783
Treatment Systems 3. Date Preliminary Engineering Report (PER) approved: N/A
4. NPDES/ND application submitted? No ☐ Yes ☐. If Yes, Date: N/A
Disposal Sites 5. Effluent Disposal Site (Description): N/A
6. Sludge Disposal Site (Description): N/A

XI. **Water Systems:** Project located within city limits? No ☐ Yes ☐.
Public water system providing water. Name: _____ System #.: _____
New water system (including master meter)? No ☐ Yes ☐. If Yes, System name: _____

XII. **Type of Submittal:** Complete **Section A (Standard)** *or* **Section B (Delegated Review Program - DRP).**

A) Standard Submittal *must* include the following:

☐ 1. A transmittal letter outlining the submittal package.
☐ 2. The **original** construction permit application, properly completed, with one (1) copy.
☐ 3. Three (3) sets of signed and sealed plans and one (1) set of construction specifications. Specifications may be omitted if approved standard specifications are on file with DHEC. Four (4) sets of plans are required for a combined submittal, if the project includes a wastewater treatment facility.
☐ 4. One (1) set of the appropriate design calculations. WASTEWATER: Design flow (based on R.61-67, Appendix A), pump station calc's. and pump curve. WATER: Recent flow test from a location near the tie-on site, design calc's. indicating pressure maintained in the distribution system during max. instantaneous demand, fire flow and flushing velocities achieved. Number/types of service connections, well record form, pumping test results, etc.
☐ 5. Three (3) copies of a detailed 8½" x 11" location map, separate from the plans.
☐ 6. Two (2) copies of construction easements unless the project owner has the right of eminent domain.
☐ 7. A letter(s) from the entity supplying water and/or providing wastewater treatment stating their willingness and ability to serve the project, (state the flow, number of lots, etc.), including pretreatment permits, if applicable.
☐ 8. A letter(s) from the entity agreeing to be responsible for the operation and maintenance (O&M) of the systems.
☐ 9. Application fee enclosed $ 75.00. (Refer to Instructions).
☐ 10. WATER SYSTEMS: a) A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.
b) For wells, four (4) copies of a well head protection area inventory.
c) For new wells, a viability demonstration is required in accordance with Regulation 61-58.1.B.(4).

Note: Other approvals may include 208 (wastewater only) and OCRM CZC Certification, and navigable waterway permitting. *To expedite the project review, the 208 and OCRM CZC Certification may be included with the project submittal.*

B) DRP submittal *must* include the following:

☐ 1. A transmittal letter, signed by the professional engineer representing the DRP entity, noting this is a DRP submittal. The letter should state that the project has been reviewed and complies with R.61-58 and/or R.61-67.
☐ 2. The **original** construction permit application, properly completed, with one (1) copy.
☐ 3 Two (2) sets of the signed and sealed plans.
☐ 4. One (1) set of the appropriate design calculations. WASTEWATER: Same information as required under Section XII.A.4. above. WATER: Same information as required under Section XII.A.4. above.
☐ 5. One (1) copy of a detailed 8½" x 11" location map, separate from the plans.
☐ 6. Two (2) copies of construction easements, unless the project owner has the right of eminent domain.
☐ 7. DHEC's OCRM CZC Certification (for water and/or wastewater facilities, in the eight coastal counties).
☐ 8. DHEC's Water Quality permit or conditions for placement in navigable waters, and other Agency approvals.
☐ 9. WASTEWATER SYSTEMS: a) A letter of acceptance from the entity providing the treatment of the wastewater that includes the specific flow and, when applicable, the specific number of lots being accepted.
b) A letter from the organization agreeing to be responsible for the O&M of the wastewater system.
c) The 208 Plan certification from the appropriate Council of Governments (designated 208 areas), or from DHEC on the non-designated 208 areas.
☐ 10. WATER SYSTEMS: A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.
☐ 11. Fee of $75 for water and $75 for wastewater ($150 if combined).

Note: The DRP entity should ensure that a copy of the final approved plans are returned to the design engineer.

XIII. Construction plans, material and construction specifications, the engineering report including supporting design data and calculations are herewith submitted and made a part of this application. I have placed my signature and seal on the engineering documents submitted, signifying that I accept responsibility for the design of this system, and that I have submitted a complete administrative package.

Engineer's Name (Printed): _____ Signature: Need Original Signature
S.C. Registration Number: _____ Registered Professional Engineer

XIV. Prior to final approval, I will submit a statement certifying that construction is complete and in accordance with the approved plans and specifications, to the best of my knowledge, information and belief. This certification will be based upon periodic observations of construction and a final inspection for design compliance by me or a representative of this office who is under my supervision.

Engineer's Name (Printed): _____ Signature: Need Original Signature
S.C. Registration Number: _____ Registered Professional Engineer

XV. I hereby make application for a permit to construct the project as described above. I have read this application and agree to the requirements and conditions and agree to the admission of properly authorized persons at all reasonable hours for the purpose of sampling and inspection.

Owner's Name (Printed): _____ Signature: Need Original Signature
Owner's Title: _____ Date: _____

APPLICATION INSTRUCTIONS
Water/Wastewater Construction Permits

Purpose: This form must be completed as part of an application package submitted for DHEC approval of water and/or wastewater systems construction plans. *Combined Submittals:* A project may be submitted for both water and wastewater in the same package if: Project has the same applicant and same engineer, both Delegated Review Program (DRP) projects, with the same DRP entity for water and wastewater, or both standard submittals. An industrial water and wastewater project should be submitted separately with the water being submitted to the Construction Permitting Section and the wastewater to the Industrial Permitting Section. Most of the requested information pertains to both water and wastewater facilities; however, a few sections are water/wastewater specific.The required items should be checked to ensure a complete administrative package. If a complete administrative package is not submitted, the entire project may be returned. For information on the DRP refer to: Water - http://www.scdhec.gov/Agency/docs/water-regs/r61-58.pdf and
Wastewater - http://www.scdhec.gov/Environment/WaterQuality/WastewaterConstruction/DelegatedReview/. For information on the Expedited Review Program (ERP) refer to http://www.scdhec.gov/Environment/docs/permitexp.pdf

Item by Item Instructions

I. **Project Name:** Be specific and concise.

II. **Project Location:** Give a general description of the location (e.g., street names) where the project is located.

III. **Project Description:** [*Water*] Specify length and type of each size water line, number of fire hydrants, blowoffs, number and type of service connections, diameter and yield (if known) of well(s), size and type of tank, etc. The grid location (latitude and longitude) of all wells should be given along with the well type (I-IV). [*Wastewater*] Specify length and type of each size of wastewater line, number of manholes, number and design capacity of pump station(s), number and type of service connections, and size and type of wastewater treatment facility (WWTF) or WWTF modification. Out fall lines, pump stations, diffusers associated with WWTF's should be considered treatment systems and not collection systems. List the type of proposed project based on the following codes:

PROJECT CODES

Water Project Types:
A. Distribution Lines
B. Distribution Lines/Pump Station
C. Pump or Booster Station
D. Storage Tanks
E. Ground Water Systems (Test Well)
F. Ground Water Systems (Follow-up Well)
G. Ground Water Systems (One-step Well)
H. Bottled Water Systems
I. Vending Machines
J. Chemical Feed
K. Other project, not listed
L. Surface Water System
M. Dispensing Unit

Wastewater Project Types:
A. Gravity Sewer
B. Gravity Sewer & Pump Station
C. Pump Station and/or Force Main
D. Alternative Sewer (e.g., STEP)
E. WWTF Upgrade (modification)
F. WWTF Expansion (increase capacity)
G. New WWTF
H WWTF & Sewer System
I. Pretreatment System (new)
J. Pretreatment System (upgrade)
K. Pretreatment System (expansion)
L. Sludge Project

Y. Treatment System (needs NPDES/ND mod)
Z. Other Project, not listed

IV. ***Initial* Owner/Operator Information:** Owner/operator of the project, at the time of application (i.e., before construction is completed). List their mailing address, business telephone number including area code, and e-mail address.

V. ***Final* Owner/Operator Information:** Owner/operator of the project, after construction has been completed and operational approval granted by DHEC. List their mailing address, business telephone number including area code, and e-mail address. If same as Initial Owner, state "Same as Initial Owner".

VI. **Entity Responsible for Operation and Maintenance of the Water and Wastewater Systems:** If different from the initial project owner specify the name, mailing address, business telephone number, and fax number. If same as initial owner, leave blank.

VII. **Engineering Firm's Information:** Specify the engineering firm responsible for the design of the construction project, their mailing address, business telephone, fax number, including area code and the design engineer's e-mail address.

VIII. **Project Information:** *Item A.* Is the project part of a larger phased project? *Item B.* If the project has previously been permitted and is now being revised, identify the original project name (if different), the Construction Permit Number and the permit date. *Item C.* Is the project being submitted in accordance with a DHEC Schedule of Compliance or Order? List Consent Order Number. For projects under enforcement, a copy of the application or cover letter should also be submitted to DHEC's enforcement section. *Item D.* Is the project funded by the State Revolving Fund (SRF) program? *Item E.* Indicate if the project involves water and/or wastewater lines crossing a waterbody (e.g., river, creek) to determine if crossing navigable waters.

IX. **Standard Specifications:** Standard Specs are those specs that have been pre-approved by DHEC for an entity (e.g., engineering consultant, municipality) for use in construction permitting. If the design engineer, engineering firm or system has approved Standard Specs on file, check 'Yes' and give the approval date and the engineer, firm or system for which they are approved. If Standard Specs are not on file, check 'No'. **Note:** If you check 'No', or if you check 'Yes' to standard specs being on file but are not being used on this project, then please submit one (1) set of specs for review with this project. [*Wastewater*] Standard specs may only be used for projects that involve gravity wastewater lines and force mains. [*Water*] Standard specs may only be used for water distribution lines. Separate specs must be submitted for pump stations, storage tanks and WWTF's. Specs approved for a specific project are not standard specs.

X. **Wastewater Systems Only:**

A. **Wastewater Type:** Please note whether the project involves strictly domestic wastewater, which includes residential and commercial waste of normal strength, process (industrial) wastewater or a combination of the two.

B. **Flow:** *Item1.* Average daily design flow of the project in gallons per day (GPD). For domestic wastewater projects, this is based on Reg. 61-67, Appendix A. If the treatment system has already accounted for the flow, the flow for the project will be zero. For other projects, the flow is determined based on design capacity of the component(s) being installed. If the project does not generate new flow, enter 0. Calculations should be submitted to document the flow. *Item2.* For domestic wastewater projects, enter N/A. For other projects, provide the average design capacity of the treatment plant in gallons per day (GPD).

C. **Effluent/Sludge Disposal Information:** If plans include only a collection and/or pretreatment system, complete 1&2. Specify name and NPDES/ND number of the WWTF treating the wastewater. Leave 3-6 blank. If plans include only a WWTF, complete 3&4 and leave 1&2 blank, unless an NPDES/ND number has been assigned. If the facility has an NPDES/ND number, then 1&2 should be completed. Specify the date of the engineering report approval and whether or not an NPDES/ND application has been submitted and date submitted. If plans include a collection system and WWTF, complete 1-4. If plans are for an effluent disposal site, complete 1-5. If plans are for sludge disposal site, complete 1-4 & 6.

XI. **Water Systems Only:** Indicate if the proposed project is located within city limits. Specify the name and DHEC ID number of the public water system supplying the project with water. If a new water system indicate so and include the name of the system.

XII. **Type of Submittal Package:** If the project is a Standard Submittal from the engineer, which includes those ERP submittals, all items under Section A should be submitted. If the project is submitted under DHEC's Delegated Review Program, the items listed under Section B should be submitted by the delegated entity. Application fees are noted below:

WASTEWATER APPLICATION FEES

Sewer system (DRPs)	$75
Sewer system	
➡ 1,000 feet or less of line	$100
➡ 1,001 through 9,999 feet	$200
➡ 10,000 feet or more [or pump station(s) included]	$350
Pretreatment system	
➡ Simple systems (such as Oil/Water Separators or Air Strippers)	$200
➡ All Other Pretreatment Systems	$600
Treatment system < 1.0 MGD	
➡ Modification (no expansion)	$400
➡ Expansion	$550
➡ New	$700
Treatment system (≥)1.0 MGD	
➡ Modification (no expansion)	$550
➡ Expansion	$800
➡ New	$1,050
[Note: Includes plant effluent systems and effluent distribution lines]	

DRINKING WATER APPLICATION FEES

Distribution system (DRPs)	$75
Distribution systems and related components	
➡ 1,000 feet or less of line	$150
➡ 1,001 feet to 9,999 feet	$400
➡ 10,000 feet or greater	$600
➡ Distribution storage/pump stations	$600
Supply/treatment from surface water sources	
➡ New treatment plants	$2,000
➡ Expansions of existing facilities	$1,500
➡ Plant storage, pumping and piping facilities	$500
➡ Chemical feed systems	$250
Supply/treatment from groundwater sources	
➡ Well systems (test well)	$500
➡ Well systems, (follow-up, including piping, storage)	$500
➡ Well systems (one step)	$1,000
➡ Treatment systems (except for chemical feed systems)	$500
➡ Chemical feed systems	$250
➡ Small water system permits	$250
Dispensing stations/bottled water plants	$500
General construction permit	$1,000
Permit extensions	$50
ERP (Water or Wastewater) Submittals	+ $3,000
ERP Combined Submittals	+ $5,000

The **Expedited Review Program (ERP)** is a voluntary program designed to streamline the permitting process by the Applicant paying an additional fee and in turn receiving an expedited review. This program is only for Water and Wastewater Standard Submittals handled by the Construction Permitting Section. Projects must be administratively complete to be considered. ERP fee is $3,000 per submittal or $5,000 for a combined submittal. ERP fee is in addition to the regular fee.

Note: Make checks payable to SC DHEC/Bureau of Finance. The application fee for combined wastewater collection and treatment systems is the total of both fees. Water and wastewater applications can include one check for the total of all fees.

XIII. **Design Engineer:** The professional engineer must be registered in the state of South Carolina and must certify responsibility for the design of the project.

XIV. **Construction Engineer:** The professional engineer must be registered in the state of South Carolina and must state that he/she will certify in writing that construction of the project is complete and in accordance with the approved plans and specs.

XV. **Owner's/Operator's Name:** Print name and title and sign and date application. The person signing the application must be employed by the owner/operator as identified in Item IV. The operator can be a contract employee. "Owner/Operator" is defined as follows:

A. **For a corporation:** by a responsible corporate officer.

B. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively; *or*

C. **For a municipality, State, Federal, or other public agency or public facility:** by either a principal executive officer, major, or other duly authorized employee or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

i. the chief executive officer of the agency, *or*

ii. a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Region IV, EPA).

DHEC Processing Procedures

Submittal Packages: An original and one (1) copy of the application is submitted to DHEC, Bureau of Water (2600 Bull St., Columbia SC 29201). After permitting, the original application is filed in the main project file, located in DHEC's Central Office. The original construction permit is sent to the permittee and a copy of the construction permit is sent to the design engineer. A copy of the approved plans, application and construction permit is sent to DHEC's EA Regional Office. A separate application should be submitted to DHEC for each project and for each WWTF requiring a construction permit.