

Construction Permit Process

Per 12VAC5-590-190 of the Waterworks Regulations, “no owner or other person shall cause or allow the construction or change in the manner of transmission, storage, purification, treatment, or distribution of water (including the extension of water pipes for the distribution of water) at any waterworks or water supply without a written construction permit from the commissioner”. The following steps outline the procedures for obtaining a construction permit and placing the new construction into operation.

STEP 1: Owner notifies ODW of a proposed project and submits a Permit Application. A Waterworks Business Operation Plan may also be required for new waterworks.

STEP 2: If required by ODW, Owner schedules a Preliminary Engineering Conference (PEC) to be held with ODW, Owner, engineer & DEQ (if new well located in GWMA)

STEP 3: Owner’s engineer prepares a Preliminary Engineering Report (PER) and submits to ODW Field Office for review approval. Depending on the complexity of the project, submittal of a PER may be waived.

STEP 4: The design engineer submits construction plans, specifications, engineering calculations and related documents to ODW Field Office for review and approval.

STEP 5: ODW issues a Construction Permit is issued with an expiration date of 5 years.

STEP 6: The project may be placed into operation upon the following:

- Engineer submits letter of substantial completion to ODW
- ODW receives acceptable post-construction bacteriological sample results (if applicable)
- ODW staff conducts final inspection

STEP 7: ODW issues a new or amended Operation Permit, as applicable.