## General Permit Approval Process and Implementation

Per 12VAC5-590-300 of the Waterworks Regulations, "In lieu of obtaining a permit for each distribution main project, an owner may elect to obtain a general permit for distribution mains.". The following steps outline the procedures for obtaining a General Permit and implementing a local review program

**STEP 1**: Owner submits General Specifications and Plan Details (Standards) covering all aspects of water distribution mains to ODW Field Office for review and approval.

**STEP 2**: Owner enters into a Memorandum of Understanding (MOU) with ODW to include at a minimum:

- Maximum pipe size covered by General Permit
  Procedures to amend or modify the General Specifications and Plan Details
  Owner's requirement to maintain (or retain) adequate engineering staff to conduct plan reviews
  Engineering plans are required for each individual projects
  Owner's requirement to update distribution system maps
- •Reporting requirements to ODW

**STEP 3**: ODW issues a General Permit with an expiration date of 5 years.

**STEP 4**: Owner implements local review program under the General Permit per the MOU and submits the program documentation to ODW:

- •A Project Summary Report for each individual approved project
- •Water Projects Annual Report

**STEP 5**: ODW performs an audit of the Local Review Program to ensure adherence to the General Permit and MOU.

**STEP 6**: Prior to reissuance of the General Permit the following are required:

- •ODW approval of the latest General Specifications and Plan Details (Standards)
- Updated MOU
- •ODW audit indicates past adherence of the General Permit and MOU.