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.