



LARGE PROJECT MINIMUM SUBMISSION CHECKLIST

Project Address		Square #	
Project Name		Lot #	

Complete this checklist and include it with your plan submission. All permit applications for large utility connections (water services ≥ 3 " in diameter and/or sewer services ≥ 8 " in diameter) shall meet the following minimum submission criteria. Plan submissions that do not include this completed checklist and the required information are subject to rejection.

No	Description	Applicant's Initials	DC Water Reviewer's Initials
1	Payment for review fee is due at the time the plans are initially submitted. http://www.dcwater.com/business/permits/fees_charges.cfm		
2	Two sets of 24"x36" plans are submitted with a log slip. Applicant will receive a receipt upon acceptance of the permit application submission.		
3	A PDF or TIFF file of all site civil sheets are provided on a CD or thumb drive.		
4	Project narrative that clearly describes the proposed scope of work. The narrative must include: water/sewer abandonments and new connections, type of renovation, number of stories, use of building.		
5	Vicinity map, description of proposed work, legend, index of sheets, date, scale, vertical datum used, submission number are provided. If in metric, provide US standard labels also.		
6	All plan sheets are signed and sealed by a professional engineer, registered in the District of Columbia (all submissions).		
7	Current DC Water general notes are included. http://www.dcwater.com/business/permits/DCWater_General_Construction_Notes.pdf		
8	All existing and proposed buildings, curb & gutter, trees, walls, utility poles, signs, manholes, valves, fire hydrants, etc. are shown and labeled accordingly.		
9	Complete property boundaries, lot lines, lot & square numbers, addresses, easements, roadway/alley right-of-way widths are shown and labeled.		
10	Demolition, landscape and erosion & sediment control plans are included.		
11	Abandonments of existing water and sewer connections are clearly indicated on the plans with appropriate notes describing how the services are to be abandoned AT THE MAINS.		
12	Existing and proposed line work is drafted differently. DC Water recommends existing site features be drafter dashed & gray and proposed work to be drafted solid, black & bold.		
13	All proposed utility connections are dimensioned from the property/lot line in two directions.		

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14	The following existing and proposed utilities are shown, labeled (size, material & date of installation, if available), and dimensioned from the property line:		
	14.1 Water: mains, laterals, water meters (domestic & fire)		
	14.2 Sanitary Sewers: mains, laterals (with flow arrows)		
	14.3 Storm Sewers: mains, laterals (with flow arrows)		
	14.4 Combined Sewer: mains, laterals (with flow arrows)		
	14.5 Electric: overhead and/or underground, poles, guy wires, vaults		
	14.6 Gas: mains, laterals, meters		
	14.7 Communications (fiber optic, telephone, cable): overhead and/or underground, guy wires, poles, vaults		
	15 Draft of any proposed easement and/or covenant is included on the plan set.		
	16 Stationing (0+00) on both the plan and profile for all proposed water and sewer mains and laterals has been provided.		
	17 Plans include details that are signed & sealed by a professional engineer of complicated utility installations to document final measurements and to list all water valves, fittings, thrust blocks, etc. to be installed.		
	18 Profiles are provided for all proposed water lines 3" diameter and larger, and/or sewer lines 4" diameter and larger. The profile includes the following:		
	18.1 Existing & proposed invert and top elevations of all structures and clean-outs. Provide vertical datum used.		
	18.2 Material, size, and slope of pipe		
	18.3 Existing & proposed ground profile		
	18.4 Existing & proposed utility crossings (with minimum 12" vertical separation)		
	18.5 The horizontal scale of the profile matches the plan scale		
	18.6 Property line & limits of public and private maintenance		
	19 Storm sewer and stormwater management design includes the following:		
	19.1 Existing & proposed drainage divides with flow arrows		
	19.2 Time of concentration, runoff C value, and 15-year runoff rate		
	19.3 Pipe capacity, inlet computations, and hydraulic grade line computations (with 15-year hydraulic grade line plotted on the profile)		
	19.4 Stormwater management narrative		
	19.5 Stormwater management details		

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20	DC Water standard forms and details are completed, signed and included in the plan set:		
	20.1 Hydrant flow test results (valid for one (1) year from date of test)		
	20.2 Meter sizing worksheets (including both domestic and fire demands)		
	20.3 Backflow preventer form (for both domestic and fire services)		
	20.4 Booster pump data form (if applicable)		
	20.5 Letters requesting variances (i.e. domestic meter inside building, fire detector check assembly outside building, public manhole within driveway entrance).		
	20.6 Plans conform to the DC WASA Project Design Manual Volume 3 Infrastructure Design July 31, 2001 and DC WASA Standard Details & Design Guidelines January, 2008.		
21	Structural design calculations are included (if applicable), i.e. thrust blocking on water lines larger than 12-inch diameter, pile supported utilities, installation that imparts additional load on an existing facility, utility installation that is deeper than the standard depth, cast-in-place sewer manholes, etc.		
22	For re-submittals, a comment response letter is included stating both the comment from the reviewer and a response from the engineer.		
23	If you are requesting to reuse the existing storm and/or sanitary lateral, a closed circuit television inspection of the pipe(s) must be included for review by DC Water. Provide a site plan along with the CCTV video to identify the location of these laterals with relationship to the roadway and building.		
24	Per DC Water details W-80.01 and S-80.01, the proposed water meter, curb cock, and sewer clean-out are located in public space and not in driveways, under walls or stairs.		
25	If the project includes a water or sewer main replacement, the plans clearly identify all adjacent properties to be reconnected to the new main. The plans include full limits of disturbance from the public main to the property line, address, lot & square of properties affected, size & material of existing service.		
26	For domestic meters to be installed inside the building (exception approved by Director) provide a detailed floor and piping plan with the following information: walls, pipes, valves, bypass, other utilities, access, floor drains and clearance.		
27	The sewer plumbing system is in compliance with Section 715 of the 2006 International Plumbing Code. Backwater valves are installed where the plumbing fixture elevations are below the elevation of the manhole cover of the next upstream manhole in the public sewer. For all other fixtures above the upstream manhole rim, the applicant has provided elevation information to support no requirement for a backwater valve.		