



SMALL PROJECT MINIMUM SUBMISSION CHECKLIST

Project Address		Square #	
Project Name		Lot #	

Complete this checklist and include it with your plan submission. All permit applications for a small utility connections (water services $\leq 2"$ in diameter and/or sanitary services $\leq 6"$ in diameter) shall meet the following minimum submission criteria. Plan submissions that do not include the required information are subject to rejection.

No	Description	Applicant's Initials	DC Water Reviewer's Initials
1	Payment of review fee is included at the time the plans are initially submitted. http://www.dcwater.com/business/permits/fees_charges.cfm		
2	Two sets of plans are included 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	A 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, architect, landscape architect, plumber) 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 plans are included. What is to remain/relocate/demolish is clearly labeled.		
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 drafted dashed & gray and proposed work be drafted solid, black & bold.		
13	All proposed water and sewer utility connections are dimensioned from the property boundary (lot line) in two directions.		
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, meters (domestic & fire)		
	14.2 Sanitary sewer: mains, laterals (with flow arrows)		
	14.3 Storm sewer: 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		

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15	Draft of any proposed easement and/or covenant is included on the plan set.		
16	Profiles are provided for all proposed sewer mains and laterals 4" diameter and larger. The profile includes the following:		
	16.1 Existing & proposed invert and top elevations of all structures and clean-outs. Provide the vertical datum used.		
	16.2 Material, size, and slope of pipe		
	16.3 Existing & proposed ground profile		
	16.4 Existing & proposed utility crossings		
	16.5 The horizontal scale of the profile matches the plan view scale		
	16.6 Property line & limits of public and private maintenance		
17	Storm sewer and stormwater management design (if applicable) includes the following:		
	17.1 Existing & proposed drainage divides with flow arrows		
	17.2 Time of concentrations, runoff C values, and 15-year runoff rates		
	17.3 Pipe capacity, inlet computations, and hydraulic grade line computations		
	17.4 Stormwater management narrative		
	17.5 Stormwater management details		
18	DC Water standard forms and details are completed, signed and included in the plan set:		
	18.1 Meter sizing worksheets (including both domestic and fire demands)		
	18.2 Backflow preventer forms (domestic and fire services)		
	18.3 Letters requesting variances (i.e. domestic meter inside building, fire detector check assembly outside building, public manhole within driveway entrance)		
	18.4 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.		
	18.5 A fire hydrant flow test is not required if the anticipated flow demand is ≤ 100 gal/min. The applicant can request from DC Water the hydraulic grade elevation of the water distribution system. The average ground elevation of the site is needed for this computation.		
19	For re-submittals, a comment response letter is included stating both the comment from the reviewer and a response from the applicant.		
20	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 to identify the location of these laterals with relationship to the roadway and building.		
21	Per 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 a driveway, under walls or stairs.		
22	The sewer plumbing system design 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.		