



Construction Permit Checklist

NOTE:

All of the following items are to be submitted prior to issuance of the Loudoun Water construction permit.

- Executed Developer Agreement – *Agreement is to be executed by the landowner unless developer is an agent of and has full authorization of landowner to sign on its behalf.*
- Acceptable performance/labor and materials payment surety (*1 of the 3 below*)
 - Cashier's Check
 - OR**
 - Letter of Credit – *Must use Loudoun Water's standard LOC form*
 - OR**
 - Bond
 - 1.) Must use Loudoun Water's standard bond form (either the short or long version is acceptable)
 - 2.) Bond form requires:
 - Loudoun Water's project name (*must match exactly*)
 - Loudoun Water project ID (*must match exactly*)
 - Date of the Developer Agreement (*must match exactly*)
 - The exact amount of the construction estimate for the installation of the Loudoun Water facilities
 - 3.) Loudoun Water must be in physical possession of the original bond
- Certificate of insurance from the contractor (either the general contractor or utility sub-contractor). *Certificate is required to name Loudoun Water as certificate holder and include the project name and project ID number on the certificate.*
- A list of the proposed materials on a completed Materials Submittal Form from the contractor - *found in Appendix A of the Engineering Design Manual and can be downloaded from our website: www.loudounwater.org.*
- Payment of inspection fee.
- Payment of Closed Circuit Television (CCTV) fee.
- Electronic copies of the approved construction drawings.
- Conveyance of all Loudoun Water easements, including any offsite easements and letters of permission from property owners necessary for the installation of the utilities.
- Submittal of the Industrial Waste Survey (IWS) form, which can be downloaded from our website (under the Industrial Pretreatment Program page): www.loudounwater.org

Other items (if applicable):

- Provide shop drawings for specialty items *(if applicable)*
- Executed Estimated Flow Acknowledgement *(if applicable)*
- Executed License Agreement *(if applicable)*
- A submittal detailing the anticipated [sanitary sewer by-pass and pump around / water main shutdown phasing]. *(if applicable)*
- Executed Process Wastewater Metering Agreement. *(if applicable)*
- Waterworks Construction Permit / Certificate to Operate from the Virginia Department of Health (VDH) / Department of Environmental Quality (DEQ) for the _____ . *(if applicable)*