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
  - Letter of Credit - Must use Loudoun Water's standard LOC form
  - 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

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**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*