

## MEMORANDUM TO THE INDUSTRY

TO: All Developers, Builders, Engineers, and Contractors

FROM: Huy Tran, P.E. – Manager of Land Development Programs

DATE: August 2, 2020

SUBJECT: Loudoun Water Construction Permit Online Form Request

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Loudoun Water has made a modification to its process regarding construction permits. Below is the information on the process and steps about how to receive the Loudoun Water construction permit:

- After construction plans meet and have adequately addressed all Loudoun Water requirements and reviewer comments, the Loudoun Water review engineer will issue an approval letter which contains a list of requirements that will need to be completed prior to Loudoun Water issuing the construction permit.
- ***Applicants will now be required to complete and submit an online form in order to request their Construction Permit.*** The submitted request form will notify Loudoun Water of the development's desire to move forward with construction and will require the developer to verify the proper entity prior to Loudoun Water preparing any documents for execution.
- The online Request for a Construction Permit form is located on Loudoun Water's website:
  - [www.loudounwater.org/content/request-construction-permit](http://www.loudounwater.org/content/request-construction-permit)
  - OR
  - [www.loudounwater.org](http://www.loudounwater.org) → Developers & New Construction → Permitting → Request For Construction Permit
- Once the request form has been submitted, all documents required to be signed prior to issuance of the construction permit will be emailed to the contact person named in the form so that they may be executed. Some documents are listed below:
  - *Developer Agreement, Construction Permit, license agreement (if applicable), estimated flow acknowledgment (if applicable), and process wastewater metering agreement (if applicable)*
- After the request form has been adequately completed, please allow up to five (5) working days to receive the documents.
- **Applicant will execute the documents and are asked to submit all documents in one package at the same time to Loudoun Water.**
- **PLEASE NOTE:** Inspection and Closed-Circuit Television (CCTV) fees must be paid prior to the issuance of the Construction Permit.
- Upon receipt of all the required documents, a fully executed Construction Permit and a workflow information packet will be emailed to you from our office. Receipt of the Construction Permit

will allow your contractor to schedule a pre-construction meeting with Loudoun Water (*which is separate from other pre-construction meetings held with Loudoun County*).

If you have any questions, please do not hesitate to contact me at [htran@loudounwater.org](mailto:htran@loudounwater.org).

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