

Loudoun Water Process for Project Permitting and Meter Install

1. Have a Loudoun Water approved project. The approval letter lists all of the necessary items to submit to Loudoun Water to receive a construction permit. This list generally is as follows:
 - a. Performance and payment bond
 - b. Executed developer agreement
 - c. Executed construction permit
 - d. Certificate of insurance
 - e. Inspection and CCTV fees
 - f. Offsite easement deed, if needed
 - g. Materials submittal
 - h. VDH approval (if mains are 16" or larger)
2. Once the permitting process begins, all of the connections for the project are loaded into the system so any large meters can be ordered.
3. Loudoun Water reviews your entire permitting package and approves it. The Manager of Land Development signs the construction permit and sends a copy to the developer.
4. The plans are sent to the Inspections Department with a copy of the executed construction permit and materials submittals. The developer calls the Inspections Department to schedule a preconstruction meeting after receiving their fully executed construction permit. Please note that this is separate from the County preconstruction meeting.
5. The preconstruction meeting takes place and any specific construction issues that relate to this project are discussed. Attendees for the preconstruction meeting should include, as a minimum, the owner's representative, the general contractor and any subcontractors that will install water and sewer. The materials submittal and all other materials to be used on the project are discussed.
6. Inspections take place throughout the installation of the water and sewer utilities. Once the mains are installed, pressure and quality tests are taken on the water mains and a CCTV inspection occurs on the sewer main. The contractor asks for a beneficial use inspection.
7. The inspector approves the beneficial use inspection or asks for certain items to be completed before passing this inspection.
8. The contractor goes to the Loudoun Water website and requests the connection permit for any meters they would like to install.
9. Loudoun Water emails the requestor a quote for the meters they are requesting. Once the requestor confirms the meters they need, they receive an invoice.
10. The developer or contractor pays the invoice.
11. The contractor goes to the Loudoun Water website and requests the meter. If the inspections for the connection they are trying to install are passed, a meter set is scheduled. If there are any concerns with regard to the actual meter length for commercial meters, this should be confirmed at this time also.

12. The Loudoun Water employee will either set the meter (residential) or provide the contractor with the meter (commercial) if the meter crock is set up correctly.
13. After the final paving has occurred on the site the contractor can request a final inspection. The inspector provides the contractor with a punch list and, after these items are addressed, passes the final inspection.
14. Once the final inspection has been passed Loudoun Water sends a letter to the developer asking for a letter detailing construction costs, a maintenance bond, lien release, list of materials used, record drawing fee and executed deed.
15. Once these items have been submitted to Loudoun Water, reviewed and approved by Loudoun Water, the performance bond is released.
16. The VDOT land use permit can now be submitted to Loudoun Water for review and approval.
17. After one year the maintenance bond expires and the project is considered closed.

A few notes for reclaimed meters:

The processes for “water”, noted above, also apply to reclaimed water. The following items are additional requirements for reclaimed water service.

1. All reclaimed connections require a reclaimed water use agreement to be signed for each building that wishes to connect to the system. This agreement details the use of the reclaimed water and sets the standards for the relationship between Loudoun Water and the reclaimed water consumer.
2. The reclaimed water connection and plumbing within the building needs to be inspected by the Loudoun Water engineer and the backflow prevention technician. These inspections include the signage and labeling, pressure testing, dye testing and backflow prevention. This meeting can be scheduled as soon as the interior plumbing is completed to look at signage and labeling and discuss how the other tests will be performed. Once the reclaimed water connection has been made a secondary inspection will be needed to perform the tests discussed at the first meeting.
3. If a reclaimed connection is not currently available, but will be in the future, a one year deferral of availability agreement can be signed in order to waive the water availability fee with the expectation that reclaimed water will be used. If however, reclaimed water will not be available within one year, the full water availability fee is due at the time of potable connection. If a reclaimed water connection is made within 5 years of the connection to the potable system a refund will be given pro-rated basis, based on the year of connection.