

General Permit Approval Process and Implementation

Per 12VAC5-590-300 of the Waterworks Regulations, “In lieu of obtaining a permit for each distribution main project, an owner may elect to obtain a general permit for distribution mains.”. The following steps outline the procedures for obtaining a General Permit and implementing a local review program

STEP 1: Owner submits General Specifications and Plan Details (Standards) covering all aspects of water distribution mains to ODW Field Office for review and approval.

STEP 2: Owner enters into a Memorandum of Understanding (MOU) with ODW to include at a minimum:

- Maximum pipe size covered by General Permit
- Procedures to amend or modify the General Specifications and Plan Details
- Owner’s requirement to maintain (or retain) adequate engineering staff to conduct plan reviews
- Engineering plans are required for each individual projects
- Owner’s requirement to update distribution system maps
- Reporting requirements to ODW

STEP 3: ODW issues a General Permit with an expiration date of 5 years.

STEP 4: Owner implements local review program under the General Permit per the MOU and submits the program documentation to ODW:

- A Project Summary Report for each individual approved project
- Water Projects Annual Report

STEP 5: ODW performs an audit of the Local Review Program to ensure adherence to the General Permit and MOU.

STEP 6: Prior to reissuance of the General Permit the following are required:

- ODW approval of the latest General Specifications and Plan Details (Standards)
- Updated MOU
- ODW audit indicates past adherence of the General Permit and MOU.