

OUTSIDE METER VAULT PERMIT PROCEDURES (3 Options)

I. OUTSIDE METER VAULTS TO BE INSTALLED UNDER A SITE UTILITY SUBMITTAL (The water service connection is built under the Service Connection Permit (SCP) 'Applicant-built process' from an existing main – no SEP plans are involved):

Under this situation only one permit number will be issued for the installation of the water service connection and the outside meter vault.

1. Engineers/Applicants will submit a Site Utility Package submittal to Permit Services for review. Permit Services will note on the site utility folder that issuance of permit(s) is allowed once Service Connection Review comments have been met.
2. The applicant will submit a 'Service Connection application to apply for an SCP "applicant built permit" for the construction of the 'service connection AND the outside meter vault' (from an existing main) along with the inspection fee and any legal document required (i.e. right-of-way agreement for the meter vault, recorded plat, easements, and covenant).

Note: Right-of-Way width requirement for Meter Vault: Per WSSC Design Manual. The width of the right-of-way shall be a minimum of ten (10) feet on each side of the outside edge of the vault wall.

3. Permit Services will issue an "applicant built permit" SCP 'service connection with outside meter vault' permit. This permit indicates the service connection AND the outside meter vault will be constructed together under one permit number by the 'applicant-built' process.
4. Prior to construction of the 'service connection and meter vault' the applicant will submit the applicant built package, including the following documents:
 - WSSC Service Connection Construction Permit (notarized)
 - Letter advising the name of the Utility Contractor
 - Certificate of Insurance from Utility Contractor
 - 200' sheets
 - Water (and Sewer, if applicable) contract drawings
 - Approved Site Utility drawings
 - County/State Road Permits
 - Bonds (Performance, Labor and Material, and Maintenance)

II. OUTSIDE METER VAULTS TO BE INSTALLED UNDER A SITE UTILITY SUBMITTAL (The water service connection was built with a System Extension Permit (SEP) mainline extension):

Under this situation TWO separate permit numbers will be issued: the first for the installation of the water service connection (SEP), and the second permit number for the outside meter vault (applicant-built).

1. Engineers/Applicants will submit an Site Utility Package submittal to Permit Services for review. (Permit Services will note on the site utility folder that issuance of permit(s) is allowed once Service Connection Review comments have been met.)

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2. The applicant will submit a Plumbing application (same form as service connection application) to apply for an "applicant built permit" for the construction of the 'outside meter vault ONLY' along with the current service connection application and inspection fee and any legal documents required (i.e. right-of-way agreement for the meter vault, recorded plat, easements, and covenant).

Note: Permit Services will issue an "applicant built / plumbing permit" using WSSC Administrative Plumber ID# 11111. This permit for the construction of the 'outside meter vault ONLY' is to be based to the service connection permit number issued under the SEP for the construction of the water connection.

3. The SEP plans submitted to the Development Services Group (DSG) Design Unit should show the meter vaults in light gray (for reference only).
4. Prior to construction of the 'outside meter vault' the applicant will submit the applicant built package, including the following documents:
 - WSSC Service Connection Construction Permit (notarized)
 - Letter advising the name of the Utility Contractor
 - Certificate of Insurance from Utility Contractor
 - 200' sheets
 - Water contract drawings
 - Approved Onsite drawings
 - County/State Road Permits
 - Bonds (Performance, Labor and Material, and Maintenance)

III. OUTSIDE METER VAULTS TO BE INSTALLED UNDER A SEP: *This option is ONLY ALLOWED if the Site Utility system will be built concurrently with the SEP (WSSC highly recommends that the same Engineering firm design the SEP and the Site Utility plans to eliminate inconsistency and costly delays required to synchronize key engineering data. It is also recommended that the developer and their engineer request a Pre-design/procedural meeting with WSSC).*

Under this situation, only one permit number will be issued for the installation of the water service connection and the outside meter vault (permit # will be issued under the permit range request form). No applicant built package or separate bonds apply when the meter vault is included under the SEP project.

1. The Engineer must submit the SEP drawings to the DSG Unit and the Site Utility package to Permit Services for review *at the same time*.
2. The SEP plans submitted to the DSG Design Unit should show the meter vault and associated required rights of way. The meter vault should be shown in bold on the SEP plan and in light gray (for reference only) on the site utility plan.
3. When the second or final SEP submittal is received in DSG (before plan approval), the Design Project Manager (DPM) will forward one copy of the SEP drawings (depicting the onsite number AND the meter vault installation) and one copy of the Site Utility drawings depicting the meter to be installed with the SEP contract (as a reference only) to Permit Services for review.

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4. Permit Services will verify with the Plan Review Unit that the Site Utility plans are at the 2nd review stage in order for the SEP drawings to be approved by DSG.
 - a. **If changes are needed** Permit Services will return a copy of the SEP drawings with comments back to the DPM. It is the responsibility of the DPM to make sure that the Engineer has addressed all comments prior to submitting the SEP drawings to the Development Design Unit Coordinator for approving signature. Permit Services will keep a copy of the SEP drawings with comments in the contract file folder with the original Permit Range Request form.
 - b. **If changes are not needed** the Permit Services Unit will notify the DPM by **email** that the plans have been reviewed and there are no comments or revisions needed.
5. When the Engineer/Applicant is ready to obtain connection permits and building certification releases (pink slips), he must submit to the Permit Services Unit:
 - a copy of the approved SEP drawings
 - a copy of the approved onsite drawings
 - the EXCEL spreadsheet identifying desired permit numbers (property descriptions must match the recorded plat)
 - two copies of the Recorded Plat
 - right-of-way agreement for the meter vault (per the WSSC Design Manual requirement)
 - all required legal agreements