

## CHECKLIST: APPLICANT-BUILT SERVICE CONNECTION REQUIREMENTS

The applicant shall provide **one copy** (except as noted) of the following documents to WSSC:

Please check “yes” if the item is required for your project and included with the package of information you are submitting, **OR** check “no” if the item is not required and therefore not part of this submission. An asterisk (\*) denotes a required document which must be included with the submittal.

YES NO

- \_\_\_ \* WSSC Service Connection Construction Permit
- \_\_\_ \* **Submit two notarized originals – all permit numbers must be stated on both Construction Permits**
- \_\_\_ \* Letter advising name of Utility Contractor with address, phone and contact person
- \_\_\_ \* Certificate of Insurance from Utility Contractor with WSSC as an additional insured and certificate holder.
- \_\_\_ \* The certificate must also include a Waiver of Subrogation endorsement for auto and workers compensation coverage and must list all permit numbers (copy acceptable). **See the “Bonds & Insurance” webpage at <https://www.wsscwater.com/bonds> for guidelines, titled: Permits Insurance and Bonding Requirements.**
- \_\_\_ \* 200 ft. sheet (highlight property) Size Required - 22” x 34”
- \_\_\_ \* Water and Sewer Plans (highlight property) Size Required - 22” x 34”
- \_\_\_ \* Location Form **OR** Approved Site Utility Plans (onsite) Size Required for Site Utility Plans - 22” x 34”
- \_\_\_ \* Abandonment As-Built Plans (if abandoning an existing WSSC tap)
- \_\_\_ \* Hard copy of processed Service Connection Permit and/or Abandonment Permit.

**Note:** For 2” or larger Outside Meter Vaults, a copy of the meter vault documents and cut sheets must be submitted and approved by SIG before a pre-construction meeting takes place. Please be sure that the hatch and ladder are included in the submittal. If using a WSSC pre-approved meter vault be sure to circle or highlight the specific one you are using on the WSSC approval letter. \*Currently, OldCastle Pre-Cast and AC Miller have pre-approved shop drawings. Any other manufacturer will require a two week review from WSSC's Technical Services Dept.

**Include TWO COPIES of all applicable permits (see list for contacts):**

- \_\_\_ \_\_\_ Maryland State Highway Administration Permit (if working on a State road)
- \_\_\_ \_\_\_ Montgomery County DPW&T (if working on a County road) (must indicate water and/or sewer utility work)
- \_\_\_ \_\_\_ Prince George’s County DPW&T (if working on a County road) (must indicate water and/or sewer utility work)
- \_\_\_ \_\_\_ Municipal Road Permit (if in an incorporated city)
- \_\_\_ \_\_\_ DNR (Tree)
- \_\_\_ \_\_\_ DNR (Wetlands)
- \_\_\_ \_\_\_ Army Corp of Engineers
- \_\_\_ \_\_\_ Private Easement Agreement

**\*Security for Performance and Payment (only one copy of each required:**

**(Security must be issued in the name of the Applicant. Reference Service Connection Construction Permit paragraph # 5):**

Security for Performance requires **one** of the following (check type of security submitted):

- \_\_\_ Bond – (See the “Bonds & Insurance” webpage at <https://www.wsscwater.com/bonds>) Letter of Credit (must be on bank letterhead).
- \_\_\_ Check – (Certified or Company check only. No personal checks accepted.)
- \_\_\_ Dual Oblige Endorsement on General Contractor’s bond (governmental agencies only)

Security for Payment requires **one** of the following (check type of security submitted):

- \_\_\_ Bond – (See the “Bonds & Insurance” webpage at <https://www.wsscwater.com/bonds>) Letter of Credit (must be on bank letterhead).
- \_\_\_ Check – (Certified or Company check only. No personal checks accepted.)

Maintenance Security (Bond, Letter of Credit or Certified/Company Check may be submitted with package or after completion of construction. See paragraph 5 of Permit Applicant Memorandum.). **Only Applicable to projects at \$100, 000 or higher.**

NOTE: 200 ft. sheet, water and sewer plans, and abandonment as-built plans may be obtained from WSSC’s website.

### FOR WSSC USE ONLY

Permit No. _____ -				Permit No. _____			
New Connections Needed:				Abandonments Needed:			
Number	Size	Type (W or S)	R/W	Number	Size	Type (W or S)	R/W
_____	_____	(W or S)	_____	_____	_____	(W or S)	_____
_____	_____	(W or S)	_____	_____	_____	(W or S)	_____
_____	_____	(W or S)	_____	_____	_____	(W or S)	_____