

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 WSSC Water website ([applicant-built-documents](#)) for guidelines, titled: Permits Insurance and Bonding Requirements.**
- ___ * 200 ft. sheet (highlight property) Size Required - 24” x 36 (or 22” x 34”)
- ___ * Water and Sewer Plans (highlight property) Size Required - 24” x 36 (or 22” x 34”)
- ___ * Location Form **OR** Approved Site Utility Plans (onsite) Size Required for Site Utility Plans - 24” x 36”
- ___ * 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 PCD 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, AC Miller, and Gillespie 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 ([applicant-built-documents](#)))
- ___ Letter of Credit (must be on bank letterhead).
- ___ Check – (Certified or Company check only. No personal checks accepted.)
- ___ Dual Obligee 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 ([applicant-built-documents](#)))
- ___ 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.

Updated: 04=21-2025

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)	_____