

WASHINGTON SUBURBAN SANITARY COMMISSION

Memorandum

TO: PERMIT APPLICANT

SUBJECT: SERVICE CONNECTION CONSTRUCTION PERMIT SUBMITTAL INSTRUCTIONS

This information is provided to assist Applicants in completing the process for building water and/or sewer service connections. Please note that the Applicant must submit two (2) copies of all required documents or information to WSSC for review, unless otherwise noted. The list of documents, instructions and source information for satisfying permit requirements is located on the WSSC web site @ wsscwater.com. under Permit Services or may be obtained at the Permit Services counter.

The utility contractor selected by the Applicant to install the water and/or sewer connection(s) must have WSSC experience. The contractor must provide a copy of their current Certificate of Insurance naming WSSC as an additional insured and a certificate holder. **The certificate must also include a Waiver of Subrogation endorsement for auto and workers compensation coverage.** A copy of the current Certificate of Insurance must accompany all completed submittal packages.

The Applicant is responsible for acquisition of all permits issued by Federal, State or Local permitting authorities that may be required for the connection(s) installation. Two copies of each required permit must be included in the completed submittal package.

All connections and abandonments require both a Performance and a Labor and Material Payment security deposit in the form of check, bond, or letter of credit (LOC). Checks may be either a company check or a certified check. No personal checks will be accepted. Security deposits must accompany the completed submittal package. The WSSC bond and LOC forms are included in the information packet along with a copy of the Commission's rate schedule. Please note that the rate schedule enclosed depicts separate (but equal) rates for the performance and payment security deposits. The amounts are based upon the size of the water and/or sewer connection(s) being installed or abandoned. If applying for more than one connection, one performance and one payment security deposit may be utilized to cover the cumulative amount of multiple connections/abandonments. However, performance and payment security deposits may not be combined. (See example on the reverse side of this page.) The Permit Processor responsible for accepting the application for service and submittal package can assist in calculating the full amount of each deposit.

Prior to receiving a Certificate of Substantial Completion, the Applicant will receive a letter from WSSC confirming that connections have been inspected and approved. The letter will request follow-up information as required by Article 15 of the permit, which may include a Maintenance security (50% of the performance deposit) release of liens, subcontractor list, chlorination test, and compaction results. If this information is not received by WSSC, release for service will be delayed. **Please note, without release for service, hookup to the service connection by the plumber is not allowed and the WSSC water meter will not be issued.**

A final review of submitted documents and information will be performed after the completed submittal package is filed. Please staple a business card of an available contact person to the inside of the file jacket. The contact person should be able to address any omissions or deficiencies in the submittal package. The contact person will be provided the name and telephone number of the WSSC Inspector for project scheduling only after all submittal requirements have been satisfied. **Payment of the application and inspection fee (submitted with the Service Connection/Plumbing and Gasfitting Application) does not constitute a permit. The permit to install service connections will not be executed until the completed submittal package is filed. No construction activity is authorized until the WSSC has arranged for inspection.** Should you require additional information, please call Ms. Luann Longtin, Acquisition Office, at (301) 206-8294.

SAMPLE PROJECT
CALCULATING PERFORMANCE AND PAYMENT SECURITY DEPOSITS

These rates are for **sample purposes only**.
Please see a current rate chart for current fees.

CONNECTION SIZE TO BE INSTALLED	SECURITY FOR PERFORMANCE	SECURITY FOR PAYMENT
Water:		
<u>1"</u> (Inside Meter)	\$ 1,050.00	\$ 1,050.00
<u>4"</u> (Inside Meter)	13,125.00	13,125.00
<u>6"</u> (Outside Meter)	27,500.00	27,500.00
 Sewer:		
<u>6"</u>	1,600.00	1,600.00
<u>8"</u> (Exist Manhole)	11,500.00	11,500.00
 ABANDONMENT:		
Water:		
<u>4"</u> (Inside Meter)	\$ 13,125.00	\$ 13,125.00
<u>6"</u> (Outside Meter)	27,500.00	27,500.00
 Sewer:		
<u>6"</u>	1,600.00	1,600.00
<u>8"</u> (New Manhole)	19,500.00	19,500.00
 TOTAL PERFORMANCE SECURITY DEPOSIT DUE:		
	<u>\$116,500.00</u>	
 TOTAL PAYMENT SECURITY DEPOSIT DUE:		
		<u>\$116,500.00</u>

NOTE: One Performance Security Deposit for \$116,500, incorporating the cumulative amount of performance security deposits, is acceptable for package submittal. A separate Payment Security Deposit for \$116,500, incorporating the cumulative amount of payment security deposits, is also acceptable for package submittal.

A SINGLE DEPOSIT FOR \$233,000 IS NOT ACCEPTABLE – Performance and Payment security deposits must be submitted separately.